



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
macombcountymi.gov/boardofcommissioners

## AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

THURSDAY, APRIL 3, 2008

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Evaluation and Recommendation to Personnel Committee Regarding Determination of Each Vacant Personnel Opening (mailed)
6. New Business
7. Public Participation
8. Adjournment

**MEMBERS:** Camphous-Peterson-Chair, Slinde-Vice-Chair, D. Flynn, Rengert, Tocco and Crouchman (ex-officio)

### MACOMB COUNTY BOARD OF COMMISSIONERS

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RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Evaluate and recommend to the Personnel Committee regarding  
\_\_\_\_\_ the determination of each vacant personnel opening, either to reconfirm  
\_\_\_\_\_ or to eliminate the position  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chair  
\_\_\_\_\_ Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

**CLASSIFICATION**

**DEPARTMENT**

**One General Counsel** (Patricia McKay)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 03-28-08

Circuit Court

**One Case Manager II** (Nancy Sammut)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 02-17-06

Community Mental Health

**One Computer Maintenance Clerk** (Mallory Charby)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 01-02-08

County Clerk/Register of Deeds

**One Computer Maintenance Clerk** (Mary Duncan)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 01-25-08

County Clerk/Register of Deeds

**One Custodian I/II** (Leatrice Arnold)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 02-19-08

Facilities & Operations

**One Custodian I/II** (Deborah Fruciano)  
Reason for Position being Vacant: Discharged  
Date Position to be Vacant: 02-05-08

Facilities & Operations

COMMITTEE/MEETING DATE

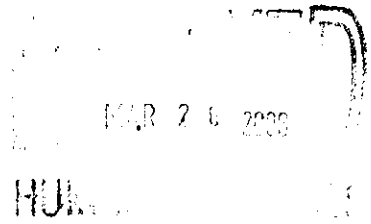
Ad Hoc Committee to Evaluate  
Reconfirmation of Personnel  
Openings 04-03-08

**CLASSIFICATION**

**DEPARTMENT**

<b>One Custodian I/II</b> (Ellen Germain) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-25-08	Facilities & Operations
<b>One Licensed Boiler Operator/Refrigeration Maintenance 1<sup>st</sup> Class</b> (Martin Laus) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-11-08	Facilities & Operations
<b>One Data Entry Clerk</b> (Judith Biebuyck) Reason for Position being Vacant: Retirement Date Position to be Vacant: 04-04-08	Friend of the Court
<b>One Data Entry Clerk</b> (Doreen Perkins) Reason for Position being Vacant: Discharged Date Position to be Vacant: 01-15-08	Friend of the Court
<b>One Enforcement Investigator</b> (James Duhadway) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-14-07	Friend of the Court
<b>One Public Health Nurse II</b> (Sue Sobocienski) Reason for Position being Vacant: Resignation Date Position to be Vacant: 03-27-08	Health
<b>One Personal Property Tax Collector</b> (Richard Steenland) Reason for Position being Vacant: Resignation Date Position to be Vacant: 11-09-07	Treasurer
<b>One Typist Clerk I/II</b> (Linda Baade) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-04-08	Veterans Services

STATE OF MICHIGAN



SIXTEENTH JUDICIAL CIRCUIT COURT

**RICHARD L. CARETTI**  
CIRCUIT JUDGE

40 N. MAIN STREET  
MOUNT CLEMENS, MICHIGAN 48043

**DEBORAH E. ROSER**  
SECRETARY  
(586) 469-5137

March 26, 2008

Eric Herppich, Interim Director  
Human Resources  
10 N. Main  
Mt. Clemens, MI 48043

Dear Mr. Herppich:

Please place the Circuit Court's request to reconfirm the position of General Counsel to the Circuit Court and to waive the 20 week waiting period on the agenda of the April 3, 2008 Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings meeting. A completed Position Analysis Questionnaire is attached which details the importance of this position to the Court and the pressing need for reconfirmation.

General Counsel Patricia McKay accepted a position as an Administrative Law Judge with the Federal Government and is leaving the Court, effective April 7, 2008.

I am asking for waiver of the 20 week waiting period because this delay would impose a great hardship upon the Court. I understand the purpose of the 20 week waiting period is to achieve salary savings. However, even with a waiver, the process of hiring a replacement will take approximately 10 weeks - during which time some salary savings will be realized. A 20 week waiting period, on the other hand, would require the Court to function without its General Counsel, a key management position to the Court, for too long of a period. In reality, the 20 week waiting period causes approximately 30 weeks delay, when the time required for posting, reviewing, interviewing and starting an employee is included. As detailed in the Questionnaire, the day-to-day tasks of the General Counsel in providing legal advice to the judges, all departments of the Court and the Court Section of the Clerk's Office as well as leading the Research Division, are extremely important. The Court would be severely hampered by the lack of this position for 30 weeks.

In addition, the Court has a very lean management structure. Even though the Court has grown from 8 circuit judges in 1980 to thirteen circuit judges now, there has been *no* increase in its management staff. Rather there has been a decrease. Pursuant to statutory changes, the Juvenile Court was absorbed into Circuit Court and the Juvenile Division in

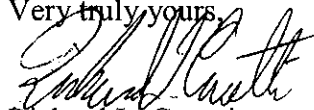
fact eliminated its Business Manager after the merger. I believe the last management position created was the position of 'Chief of Research,' now General Counsel, created in the 1980s. Instead of adding managers, positions within the Court have had to absorb increased duties and work load. We have never had a Deputy Court Administrator, unlike other large courts. As a result, the General Counsel to the Circuit Court has increasingly been looked to for Court leadership, assistance, management, and legal advice in recent years. The complex legal environment in which we work requires that key Court managers be attorneys. The Court Administrator cannot absorb the additional duties of the General Counsel and effectively support the mission of the Court. There is no other attorney-administrator in a position to step in and provide this support. There are times when the Court Administrator cannot be present - during those times the Court needs to have leadership back-up.

The mission of the Circuit Court is to serve the public by providing a fair, expeditious and impartial forum for the resolution of civil and criminal proceedings through the rule of law. The General Counsel is a key person in accomplishing the mission because the General Counsel assists in each of these elements, especially compliance with law. The General Counsel is the key person who is called upon by the judges to answer legal questions which arise day-to-day in cases before them. The General Counsel's leadership of the Research Division is essential because that division assists the judges by researching the law, preparing proposed judicial Opinions and Orders and in making timely, accurate and just decisions. The General Counsel helps the Court avoid expensive and time consuming appeals, to the great benefit of Macomb County and its citizens.

I understand that Macomb County is facing difficult economic times and that it is looking for budgetary savings. The Court has worked, and will continue to work, with Macomb County to increase its revenue and decrease expenses where it can. We have attained record revenue through our Judicial Aide Division in 2007 and are on track to increase that revenue further in 2008. We have cut expenses as well.

I urge this Committee to reconfirm the General Counsel position and waive the 20 week waiting period for filling this position.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Richard L. Caretti', written over a horizontal line.

Richard L. Caretti  
Chief Judge

MAR 26 2008

<b>Describe how this position is funded:</b>	<u>100 %</u>	<u>%</u>	<u>%</u>
	County	Grant	Other

The General Counsel (GC) is a key leader in the Circuit Court. The GC is the legal advisor to the judges and all departments of the Court as well as the Court Section of the Court Clerk's Office for filing, policy and procedural matters. The GC assists the Court Administrator and acts as the Court Administrator in his absence. The GC is responsible for recruiting, hiring, training, supervising, assigning and monitoring the work activities of the research staff, law clerks, externs and support staff of the Research Division. The GC provides legal representation to the Court, its judges and staff in the state and federal courts. The GC provides management support, including legal analysis and advice on the relative merits of proposed changes in Court operations.

The mission of the Circuit Court is to serve the public by providing a fair, expeditious and impartial forum for the resolution of civil and criminal proceedings through the rule of law. The GC is a key person in accomplishing the mission because the GC assists in each of these elements, especially compliance with law. The GC is the key person who is called upon by the judges to answer legal questions which arise day-to-day in cases before them. The GC's leadership of the Research Division is essential because that division assists the judges by researching the law, preparing proposed judicial Opinions and Orders and in making timely, accurate and just decisions. The GC helps the Court avoid expensive and time consuming appeals, to the great benefit of Macomb County and its citizens.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Court Administrator	1
Same Classification Within Department or Program	0	0
Other Classifications Reporting to this Immediate Supervisor	See attached Organizational Chart	9
Classifications Directly Supervised by this Classification (if applicable)	Research Attorneys; Law Library Secretary	8

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The GC provides advice and direction to the Chief Court Clerk; Court Clerks; Jury Clerks and Judicial Secretaries on policy and procedure issues which require legal analysis and advice. The GC provides work direction to the FOC; Juvenile Division Administrator; Juvenile Program Director; Chief Juvenile Referee; District Court Probation, in other words, all managers of the Court in assisting the Court Administrator. In the absence of the Court Administrator, the GC supervises all employees and divisions of the Court, working directly with the Chief Judge.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The GC is routinely presented with requests to review procedures utilized in court operations. This requires legal research, then recommendations to improve these procedures. The recommendations also result in retraining/education of court staff by the GC. Recently, the GC has reviewed the processes used to collect and apply restitution payments in the Juvenile Division. In addition, the GC has been assisting with collection issues for the Reimbursement Division.



**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Legal advice to Judges and Court Divisions	30%	Daily	Mich Const Art VI, Sec 1
2	Assist Court Administrator in management of Court	15%	Daily	Mich Const Art VI, Sec 1
3	Manage Legal Research Division	15%	Daily	Mich Const Art VI, Sec 1
4	Legal Advice to Court Section of Clerk's Office	10%	Weekly	Mich Const Art VI, Sec 1
5	Represent Court and/or employees in litigation	10%	Monthly	Mich Const Art VI, Sec 1
6	Review/approve Court's legal research media needs	10%	Monthly	Mich Const Art VI, Sec 1
7	Recruit and supervise Judicial Externs/Law Clerks	10%	Monthly	Mich Const Art VI, Sec 1
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Over the past three years, the Court added a judgeship and absorbed the Juvenile Division - previously a part of the Probate Court. The Court also absorbed the Reimbursement Division - previously a County department. In addition, because of their changing roles with the Court, the workloads of other Court employees have been shifted to the GC. Although not quantifiable, all of these changes have added to the legal research responsibilities of the GC.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The GC represents the Court in litigation and, in this role, makes strategy decisions which are in the best interests of the Court. For example, the GC defends lawsuits brought in Federal and State court. In addition, the GC brings contempt of court actions and negotiates their resolution.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
No back-up for Court Administrator	Impaired functioning of management
No Assistance for Court Administrator	Lack of resources to accomplish mission
Lack of representation in legal proceedings	Substitute representation - additional expense?
Loss of legal advice to judges/clerk/staff	Less effective operations

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

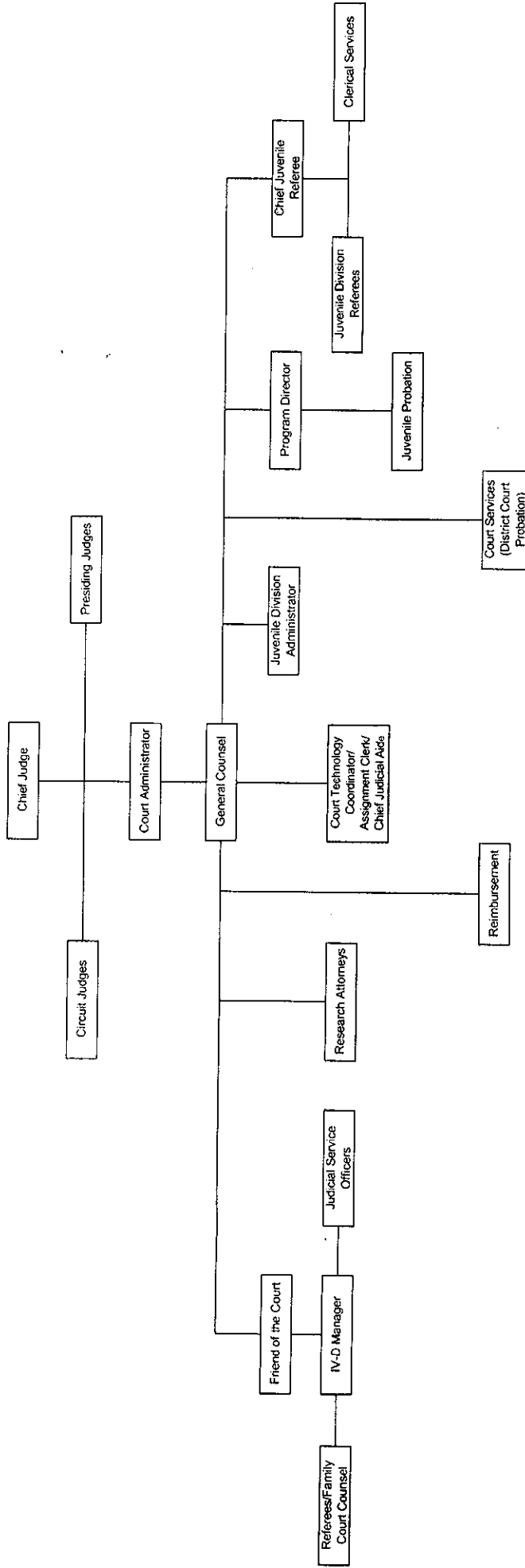
<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Chief Circuit Court Judge	Discussions regarding court operations	Bi-Weekly
Chief Circuit Court Judge Pro Tem	Discussions regarding court operations	Weekly
Court Administrator	Discussions regarding court operations	Daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The increasing complexity of the 16th Circuit Court has created additional administrative work load. The Court has very few managers; fewer attorney managers. This position must be filled, and filled with an attorney, to advise the judges, managers and Court Clerk on legal policies and procedures.

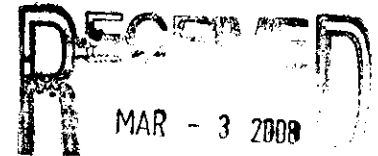
MACOMB COUNTY CIRCUIT COURT





# COMMUNITY MENTAL HEALTH

22550 Hall Road  
Clinton Township, MI 48036  
586-469-5275 FAX 586-469-7674



HUMAN RESOURCES

Donald I. Habkirk, Jr.  
Executive Director

February 29, 2008

**BOARD OF DIRECTORS**  
Louis J. Burdi  
Chairperson

To: Eric Herppich, Acting Director  
Human Resources Department

Janice A.B. Wilson  
Vice-Chairperson

From: Robert R. Slaine, Deputy Director  
Community Mental Health Services

Joan Flynn  
Secretary-Treasurer

Re: Request to Reconfirm  
Vacant Budgeted Position  
Case Manager II  
SRS Children's Waiver

224 646.62

Del (Delphine) Becker  
Patricia Bill  
Marilyn Brown  
Mary Louise Daner  
Michael Heafield  
Rose Ann Mrosewske  
Brian Negovan  
James M. Perna  
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Case Manager II.

This vacancy is created by the retirement of Nancy Sammut, effective February 17, 2006. This position was reclassified from a Registered Nurse to a Case Manager II on November 13, 2007.



A CARF Accredited  
Organization

The employee in this classification, under the supervision of an assigned supervisor, provides direct service to program members, consumers, family members and designated others; implements program activities; participates in research and program evaluation; supplies statistics as requested by administration; promotes client assessing of community based resources; facilitates team understanding as well as member assessing of community-based resources; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

RRS/lg

cc: D. Habkirk, Jr., File



MEMBER

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## Macomb County Position Analysis Questionnaire

**Employee Name:** Nancy Sammut--Retired

**Classification Title and Department:** Case Manager II, Community Mental Health

**Division/Program Assignment:** Specialized Residential Services

Describe how this position is funded:	10 %	%	90 %
	County	Grant	Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

This is a case manager II, Child Waiver case manager. This position maintains a case load of only child waiver consumers. These children have been determined the most at risk of out of home placement, and meeting ICF-MR criteria, by the State of Michigan. The child is viewed as a family of one and awarded medicaid, which in turn directly pays for all services provided to the consumer. The case manager is responsible for all linking, coordinating, and monitoring of all identified services; including at a minimum 1 monthly home visit, completion of quarterly and annual budgets, reviewing of all data and monthly reports provided by all service agencies, authorizing and approving all services via electronic record system.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The Children's Waiver program operates within the Specialized Residential Services Department of Community Mental Health. SRS provides children and adults with developmental disabilities and severe and persistent mental illnesses a vast array of services in order to maintain each consumer in the least restrictive environment possible. These services include case management, psychiatric, nursing, residential, dietary, etc.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Therapist III	1
Same Classification Within Department or Program	Case Manager II	7
Other Classifications Reporting to this Immediate Supervisor	T-II, Occupational Therapist, QMRP	4
Classifications Directly Supervised by this Classification (if applicable)	N/A	0

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The case manager provides direction to the contract agencies employing community living support staff and respite staff regarding the appropriateness of the child's goals as they relate to the assessments. The case manager also provides direction and oversight to all ancillary services including, but not limited to OT, PT, ST, art, music, massage, and recreational therapy, to ensure that said services are not a duplication of service/billing.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The child waiver program is in a constant state of growth. Although children age out as they reach age 18, each year we enroll more children than we age out. Along with the day to day case management functions, they are also responsible for the completion of all pre-screen assessments of perspective consumers. Once the pre-screen is completed and scored by the State, they are responsible for providing six month updates to the State prior to a slot being awarded.



**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Completion of required paperwork	50	daily	Are required elements of CW program
2	Consumer home visits	20	daily/weekly	Minimum of 1 time per month, per child
3	Monitoring, linking, & coordination of services	20	daily	Based on child's plan & identified needs
4	Completion of pre-screens, and pre-screen updates	10	weekly	Varies, pending on referrals
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

By review at the State level, the recommendation of case load size is no more than 12 children at any one time. Over the past three years, the waiver program has grown by more than thirty consumers, which is equivalent to more than two full case loads. At the same time, we have not had an increase in case management staff. Therefore, the current case managers case loads far exceed the State level expectations. See attached....

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The case manager provides instruction to all assigned staff on child's case regarding the level of services provided, the approval or disapproval of assessments and goals, as well as the number of hours or service units the child will be eligible for based on the assessment completed by the case manager. The case manager has the ability to approve initial steps of equipment or home modifications, then submit to supervisor or final approval or approval for submission to the State for approval.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Case load would be too large to effectively manage	Lower quality of service due to time constraints
Slower response time to complete precreens	Fewer consumers awarded waiver slots

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Account clerks/SRS & Administration	Approval or denial of MA payments	Monthly
Ancillary service agencies	Making referrals for consumers	daily - monthly
Physicians Offices	Obtaining scripts and medical forms	weekly - monthly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

This position is highly specialized within SRS. The case manager is trained specifically for waiver responsibilities and does not carry any other type of consumer on their case load due to the complexity of the position. This has been a vacant position for over 3 years that was re-classified .

3-26-08

SRS

specialized residential services

Hori Fox, Program Supervisor

Suite 1

Donna Dombrowsky, T/C I  
Marlene Zeckert, T/C III  
Terri Massimino, A/C III  
Judy Palmer, A/C I

Suite 5

Carol Simms, T/C III  
Mary Nahomak, T/C I  
Sean Anthony, A/C I  
Janet Adamski, A/C III

Mike Byck, T-III

John Connor, CSM  
Zene Davidson, CSM  
Kathryn Heilman, CSM  
Janey Heintz, CSM  
Julie Johnson, CSM  
Greg Wasilawski, CSM  
Paul Miliello, Psychologist  
Mike Zack, Psychologist  
Dr. Hanson, Psychiatrist

Linda Muri, T-III

Lisa Corbat, CSM  
Stephanie Kortz, CSM  
Judy Marshall, CSM  
Sabrina Comaianni, CSM  
Kari Kacarka, CSM  
Inge Boettcher, CSM  
Dr. Hogan, Psychiatrist  
Dr. Verma, Psychiatrist

Kim Aguinaga, T-III

Cathy Currence, RN  
Renee Dedenbach, RN  
Evelyn Durkee, RN  
Patty Jubb, RN  
Sandy Luther, RN  
Mary Monte, RN  
Laura Nikkel, RN  
Beverly Mair, RD  
Laura Hartway,  
Adult Placement Coordinator

Terri Nkoogor, T-II

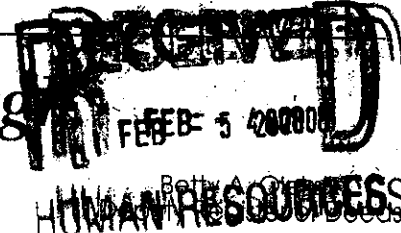
Janine Ek Dahl, CW CSM  
Linda Jones, CW CSM  
Julianne Madlinski, CW CSM  
Virginia O'Donnell, CW CSM  
Melissa Trammel, CW CSM  
Michelle Ivey, CW CSM  
Job-Share  
Tina Malbouef, CW CSM  
Job-Share  
Gail Cozza-Panneman,  
Children's Respite Coordinator  
Jill Gerbino, Permanency  
Planning CSM



**Carmella Sabaugh**

Macomb County  
Clerk/Register of Deeds

Todd Schmitz  
Deputy Clerk



**TO:** Eric Herppich, Director  
Human Resources

**FROM:** Carmella Sabaugh *CS*  
Clerk/Register of Deeds

**RE:** Justification to Reconfirm Computer Maintenance Clerk position

**DATE:** February 1, 2008

Effective January 2, 2008, Mallory Charby (E008699) accepted a position outside of Macomb County leaving a vacant Computer Maintenance Clerk position in the Clerk's office. This position is vital to the function of the clerk/register of deeds office.

Under the direct supervision of the County Clerk/Register of Deeds, the Computer Maintenance Clerk is needed to assist in performing a variety of duties that are very essential to the running of the office on a daily basis. The duties are as follows:

- ◆ Process all incoming court documents via mail & fax filing
- ◆ Process all incoming court documents when filed in-person via attorneys and the public
- ◆ Process all incoming court documents from each of the 13 courts
- ◆ Log entries to court cases and update information on court cases
- ◆ Write receipts for court fees owed
- ◆ Transfer cases to and from other counties & district courts
- ◆ Initiate all circuit court cases (domestic, civil, criminal)
- ◆ Process Judgments of Sentences with prison packets on criminal cases so the jail office can send prisoners to prison from jail
- ◆ Update criminal history information to the state police
- ◆ Abstract-send court information to Secretary of State to update driving records

If this position is not reconfirmed, below is an explanation of the effect it will have on the department:

- ◆ Files may not be up-to-date with documents for the courts.
- ◆ If Judgment of Sentences that accompany the prison paperwork cannot be completed timely, then the county will incur further costs to house prisoners that could otherwise be sent to prison.
- ◆ If abstracts cannot be completed timely, offenses may not be posted to a defendant's driving record right away.
- ◆ Criminal history reporting to the state police could be slowed.
- ◆ All of these items will not only cause delays, but a possible threat to the general public. It would be a shame if a judge had to release prisoners due to overcrowding that could have been avoided if paperwork could be completed timely simply because we do not have enough staff.

If you have any questions, please feel free to call me at 9-7939.

**Clerk's Office**  
40 N. Main St.  
Mount Clemens, MI 48043  
586-469-5120  
Fax: 586-783-8184

<http://www.macombcountymi.gov/clerksoffice>  
[clerksoffice@macombcountymi.gov](mailto:clerksoffice@macombcountymi.gov)

Fax-on-Demand  
Michigan: 1-888-99-CLERK  
Out-of-State: 310-575-5035

**Register of Deeds**  
10 N. Main St.  
Mount Clemens, MI 48043  
586-469-5175  
Fax: 586-469-5130

<http://www.macombcountymi.gov/registerdeeds>  
[registerdeeds@macombcountymi.gov](mailto:registerdeeds@macombcountymi.gov)

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HUMAN RESOURCES

**Describe how this position is funded:**

<u>100 %</u>	<u>0 %</u>	<u>0 %</u>
County	Grant	Other

Process incoming court documents and update the Maximus and state computer systems. In 2007, the clerk processed 18,940 new circuit court cases, in addition to the already open cases and in addition to the juvenile case files for which we are responsible but are opened on North Rose.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Chief Court Clerk	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9 (including this one)
Other Classifications Reporting to this Immediate Supervisor	Typist Clerk I Typist Clerk III Judicial Court Clerk Supervisor of Records	12 (5 vacant) 3 21 1
Classifications Directly Supervised by this Classification (if applicable)	None	n/a

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

This position provides work direction to Typist Clerk I's in the File Room, including how to answer customer and judicial inquiries, the proper coding of documents, locating files in five different buildings.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

"I need to file a motion to reduce my child support. How do I do that?"

"How do I change the last name for my three children if they all have different fathers?"

"How do I get something taken off my criminal record?"

"How do I file for divorce? I don't know where my spouse lives and we have been separated for years."

An attorney will come to the counter and demand a certain procedure be done differently than common practice pursuant to an unfamiliar court rule or statute and that rule or statute needs to be researched before allowing the attorney to file the paperwork.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Process all incoming court documents via mail&fax.		All day	Yes
2	Process in-person court filings.		All day	Yes
3	Process incoming documents from 13 courtrooms		All day	Yes
4	Log entries in computer		All day	Yes
5	Write receipts for court fees owed		All day	Yes
6	Transfer cases to and from district courts		All day	Yes
7	Initiate domestic, civil and domestic court cases		All day	Yes
8	Process Judgment of Sentences w/ prison packets		All day	Yes

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Circuit Court Cases filed:

2005: 23,076

2006: 23,985

2007: 23,988

From 2004 to 2007, on average per year the case load is increasing 743 cases. Fully staffed, each computer maintenance clerk would be responsible for 1,364 cases per year.



**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The employee must consistently balance between answering process questions without giving legal advice.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
A person may remain in jail longer than needed.	Extra cost to county.
Fees may not get logged as being due timely.	Loss of money to the county.
Judge may make a decision without the entire file	Incomplete justice.
The remaining employees will need to work overtime	Extra cost to county
Files will stack up.	Risk of missing documents.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Circuit Court and district court judges.	Phone, fax, E-mail, in-person visits.	All day.
General public.	Phone, fax, E-mail, in-person visits.	All day
Secretary of State, State Police, others	Phone, fax, E-mail, in-person visits.	All day.

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

You can't run a court system of this magnitude without employees to handle the files.  
The Court Section has 6 vacancies. The current situation is not sustainable for a long period of time.



# Carmella Sabaugh

Todd Schmitz  
Deputy Clerk

Macomb County  
Clerk/Register of Deeds

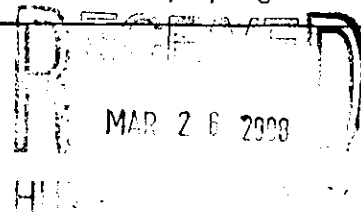
Betty A. Oleksik  
Deputy Register of Deeds

**TO:** Eric Herppich, Director  
Human Resources

**FROM:** Carmella Sabaugh *T.S.*  
Clerk/Register of Deeds

**RE:** Justification to Reconfirm Computer Maintenance Clerk position

**DATE:** March 26, 2008



Effective January 25, 2008, Mary K. Duncan (E001057) retired from Macomb County Clerk's Office leaving a vacant Computer Maintenance Clerk position in the vital records office. This position is vital to the function of the clerk/register of deeds office.

Under the direct supervision of the County Clerk/Register of Deeds, the Computer Maintenance Clerk is needed to assist in performing a variety of duties that are very essential to the running of the office on a daily basis. The duties are as follows:

- ◆ Process all requests for birth and death records, marriage licenses, concealed weapons applications, military discharges, business registrations, notary public applications, oaths of office requests and notarize documents.
- ◆ Daily customer service to the public including counter, mail, faxes, internet requests and phones.
- ◆ Scanning documents into the ACS system to provide more efficient customer service.

If this position is not reconfirmed, below is an explanation of the effect it will have on the department:

- ◆ Files may not be up-to-date with documents.
- ◆ Increased risk of identity theft.
- ◆ Businesses may not get started as quickly.
- ◆ Death records may not get processed in a timely manner. Surviving family members needing these records may be waiting for benefits.

Clerk's Office  
40 N. Main St.  
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Fax: 586-783-8184

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- ◆ Birth records may not get processed in a timely manner. Parents have only 30 days to add a new dependent to their insurances.
- ◆ All of these items will not only cause delays, but it leaves the possibility that a newborn may not get the insurance coverage needed, or a surviving family member of a deceased person needs a death certificate to obtain pension, life insurance and social security claims. The public shouldn't be punished because we simply do not have enough staff.

If you have any questions, please feel free to call me at 9-7939.

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MAR 26 2008  
HUMAN RESOURCES

<b>Describe how this position is funded:</b>	<u>100 %</u>	<u>0 %</u>	<u>0 %</u>
	County	Grant	Other

Process birth and death records, business registrations, marriage licenses, concealed weapons applications, military discharges, notary public applications, oath of office requests and notarize documents.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Supervisor of Records	1
Same Classification Within Department or Program	Computer Maintenance Clerks	7
Other Classifications Reporting to this Immediate Supervisor	Cashier II, Cashier I	One, Two.
Classifications Directly Supervised by this Classification (if applicable)	None	n/a

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

This position provides work direction to other computer maintenance clerks and any Typist Clerk I's who may be temporarily assigned to Vital Records. It is common to assign employees based on customer demand; for example, jury clerks, Register of Deeds clerks, and file clerks are often brought in to assist with vitals and need to be taught the basics.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

"I need to get a birth certificate but I do not have a drivers license."

"I need to register a business."

"What do I need to do to get married? My fiancé lives out of state."

"I need to get a birth certificate for my step-son."

"The funeral home spelled my dead father's name wrong on the death certificate."

"I was not born in a hospital and was born at home. Where is my birth certificate?"

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Process marriage licenses.		All day	Yes
2	Process birth certificates.		All day	Yes
3	Process business registrations.		All day	Yes
4	Process death records.		All day	Yes
5	Process DD214 military discharges.		All day	Yes
6	Notarize documents, check identification.		All day	Yes
7	Process state data, including deaths and notarizes		All day	Yes
8	Write receipts, assess fees.		All day	Yes

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

New Birth Certificates processed: 2005 - 4,445; 2006 - 4,273; 2007 - 4,232  
Birth Certificates purchased: 2005 - 12,739; 2006 - 12,924; 2007 - 15,936  
New Death Certificates processed: 2005 - 6,113; 2006 - 6,084; 2007 - 6,118  
Death Certificates purchased: 2005 - 33,835; 2006 - 29,155; 2007 - 35,495  
Marriages: 2005 - 5,445; 2006 - 5,221; 2007 - 5,112  
Business Registrations filed: 2005 - 7,686; 2006 - 6,922; 2007 - 6,388  
Notary bonds filed: 2005 - 2,672; 2006 - 2,827; 2007 - 2,488

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

This person is constantly required to make decisions regarding a customer's identity and whether identification documents provided satisfy the requirements.

This person is constantly required to make decisions regarding whether an applicant is entitled to receive a birth record, whether applicants may get a Macomb County marriage license, whether a business may be registered, whether prior notarization jurats are sufficient and constantly explains these processes to customers.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Increased risk of identity theft.	Huge cost to victim.
Businesses may not get started as quickly.	Loss of economic development.
Death records may not get processed quickly.	Delay in getting benefits to family.
Wedding plans may need to be delayed.	Huge cost to families who plan weddings in advance
Military discharges not promptly processed.	Veterans will face delays in getting benefits.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
General public.	Phone, fax, E-mail, in-person visits.	All day.
Dept of Human Services, State Police.	Phone, fax, E-mail, in-person visits.	All day
Social Security Administration	Phone, fax, E-mail, in-person visits.	All day.



**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

We are required by law to provide these services to customers on demand.  
If the position is not filled our only other option is to work overtime.



# FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor  
Mount Clemens, Michigan 48043  
586-469-5244 FAX 586-469-7770

## MEMORANDUM

**RECEIVED**  
MAR 05 2008  
**HUMAN RESOURCES**

Lynn M. Arnott-Bryks  
Director

To: Eric Herppich, Acting Director  
Human Resources Department

Diane G. Connell  
Operations Supervisor

Subject: Vacated Budgeted Position  
Custodian I/II

Larry K. Oakes  
Mechanical Systems Supervisor

Date: February 27, 2008

Due to the volume of work and increase in square footage to be maintained, we are required to assign two (2) custodial personnel to work one-half of their shift at one location and the remainder of their shift at another location. Also, in the event of sick and/or annual leave, we do not have additional personnel to assign to these areas. Additionally, the housekeeping and custodial personnel are routinely reassigned to areas in which major renovation work is performed, with no additional personnel to assign to their normal duties.

Due to the great need of custodial functions required to maintain these facilities, we are requesting authorization to fill the budgeted position of Custodian I/II, vacated by Leatrice Arnold, who retired on February 19, 2008.

If you have any questions, please contact the undersigned.

Respectfully,

  
Lynn M. Arnott-Bryks, Director  
Facilities and Operations Department

LMAB/d

Attachment

## MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Jon M. Switalski - District 4  
Susan L. Doherty - District 5

Joan Flynn - District 6  
Sue Roeca - District 7  
David Flynn - District 8  
Robert Mijac - District 9  
Philis DeSaele - District 10

Ed Szczepanski - District 11  
Peter J. Lund - District 12  
Don Brown - District 13  
Brian Brdak - District 14  
Keith Rengert - District 15

William A. Crouchman  
District 23  
Chairman

Dana Camphours-Peterson  
District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

Carcy Torrice - District 16  
Ed Bruley - District 17  
Paul Gielegheim - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

Macomb County  
Position Analysis Questionnaire

RECEIVED  
MAR 05 2008  
HUMAN RESOURCES

Classification Title: Custodian I/II

(L. Arnold)

Department: Facilities and Operations

Division/Program Assignment: \_\_\_\_\_

Describe how this position is funded: Funded through the Department

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The Custodian I/II is responsible for cleaning and servicing all areas and surrounding premises of Assigned County-owned and/or leased facilities.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Please see attached organization chart and mission statement.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program		
Other Classifications Reporting To this Immediate Supervisor	Housekeeper I/II	
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Custodian I/II is not responsible for providing work direction.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Providing a clean work environment for County employees. Custodian employees are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Dust, sweep, vacuum, & mop	20	Daily	
2	Dispose of litter and trash	20	Daily	
3	Vacuum stairs, landings, hallways, offices, etc.	20	Daily	
4	Cleans and sanitizes restrooms	25	Daily	
5	Washes walls and windows	15	Weekly	
6				
7				
8				

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

None.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
Inability to fulfill housekeeping and custodial	
obligations.	

**Key Customers:**

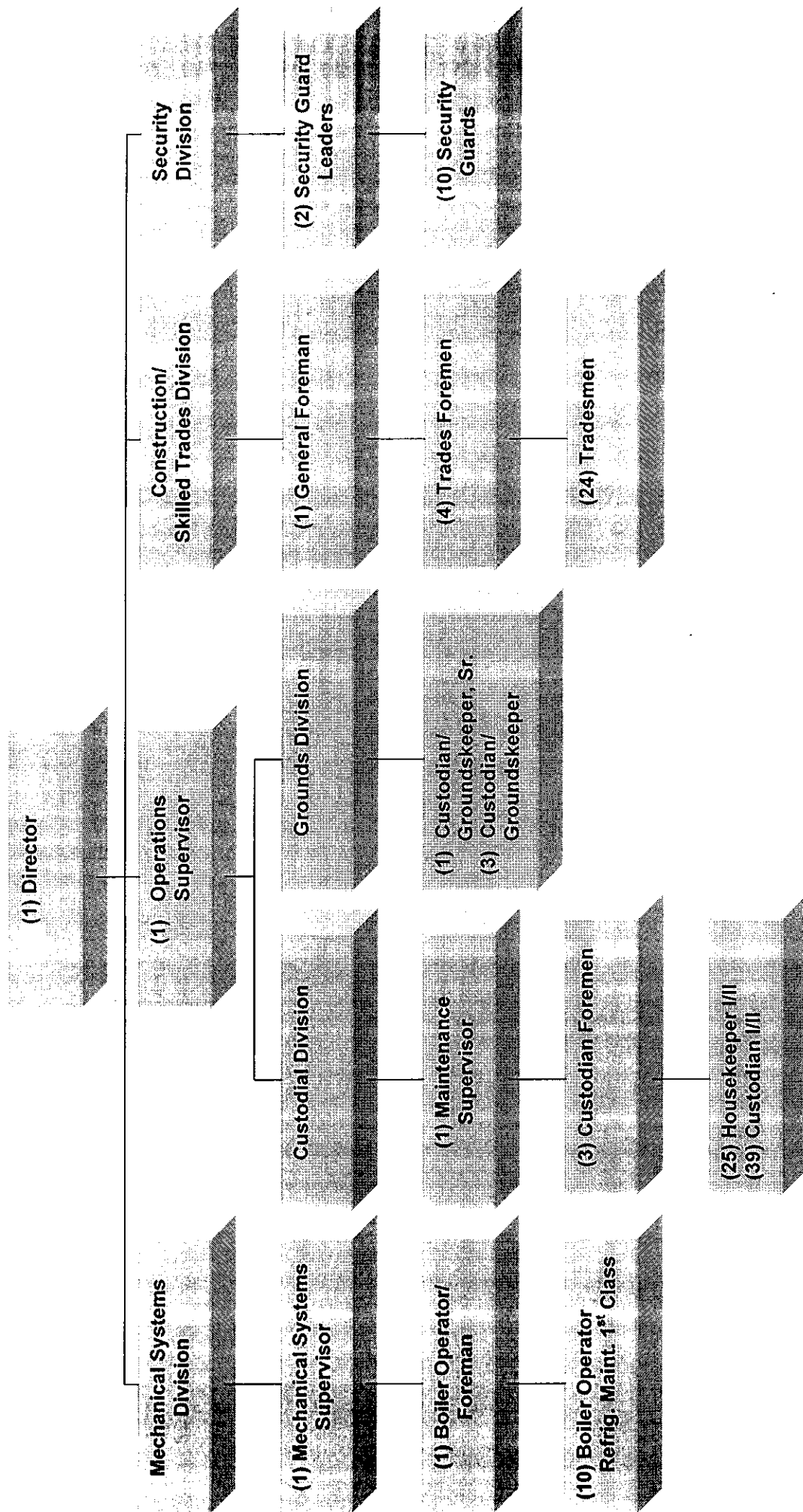
*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
No contacts		

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*


# FACILITIES AND OPERATIONS ORGANIZATION CHART - 2008



## SUPPORT STAFF

- (1) Administrative Secretary
- (2) Account Clerk IV
- (1) Materials Processor
- (.5) Facilities Technician
- (.5) Account Clerk I/II

## **FACILITIES & OPERATIONS DEPARTMENT**

RECEIVED  
MAR 05 2008  
HUMAN RESOURCES

### **OVERVIEW:**

The Department of Facilities & Operations is structured to coordinate professional services in planning, construction, maintenance and operations of all County-owned buildings and grounds.

The Department is composed of facilities operations, mechanical maintenance, building maintenance and security. The entire operation is coordinated through an administrative section.

The operations and mechanical maintenance division is responsible for the proper operations and maintenance of the mechanical equipment in all County Facilities.

The building maintenance division provides the personnel, material and equipment to plan and direct the technical services of maintenance, custodial services, building management and County skilled trades forces for the existing County-owned facilities.

Facilities & Operations has 130 employees and maintains approximately 1,800,000 square feet of buildings.

Top three (3) accomplishments over the past year:

- 1 - Opening of the Juvenile Justice Center and most recently the occupancy of the 2nd floor.
- 2 - Commenced construction of the 42nd District Court - Division II, located in the City of New Baltimore.
- 3 - Completion of the Medical Examiner's Facility

### **BIGGEST GOAL FOR NEXT YEAR:**

- 1 - Commence renovations of the Hall Road Warehouse Facility.
- 2 - Commence renovations to the old section of the Juvenile Justice Center in accordance with the revised scope.



BIGGEST CHALLENGE:

Continuing to maintain aging high use buildings during hard economic times in which funds are limited and at the same time continue to better serve the residents of Macomb County.



# FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor  
Mount Clemens, Michigan 48043  
586-469-5244 FAX 586-469-7770

## MEMORANDUM

**RECEIVED**  
MAR 05 2008  
**HUMAN RESOURCES**

Lynn M. Arnott-Bryks  
Director

To: Eric Herppich, Acting Director  
Human Resources Department

Diane G. Connell  
Operations Supervisor

Subject: Vacated Budgeted Position  
Custodian I/II

Larry K. Oakes  
Mechanical Systems Supervisor

Date: February 27, 2008

Due to the volume of work and increase in square footage to be maintained, we are required to assign two (2) custodial personnel to work one-half of their shift at one location and the remainder of their shift at another location. Also, in the event of sick and/or annual leave, we do not have additional personnel to assign to these areas. Additionally, the housekeeping and custodial personnel are routinely reassigned to areas in which major renovation work is performed, with no additional personnel to assign to their normal duties.

Due to the great need of custodial functions required to maintain these facilities, we are requesting authorization to fill the budgeted position of Custodian I/II, vacated by Deborah Fruciano, who was discharged from employment on February 5, 2008.

If you have any questions, please contact the undersigned.

Respectfully,

Lynn M. Arnott-Bryks, Director  
Facilities and Operations Department

LMAB/d

Attachment

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Keith Rengert - District 15

William A. Crouchman  
District 23  
Chairman

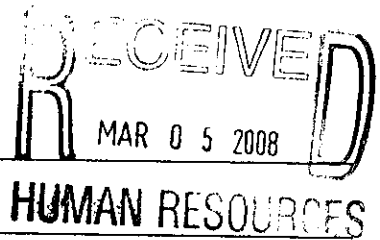
Dana Camphous-Peterson  
District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

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Ed Bruley - District 17  
Paul Gielegheim - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

Macomb County  
Position Analysis Questionnaire



Classification Title: Custodian I/II (D. Fruciano)

Department: Facilities and Operations

Division/Program Assignment: \_\_\_\_\_

Describe how this position is funded: Funded through the Department

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The Custodian I/II is responsible for cleaning and servicing all areas and surrounding premises of
Assigned County-owned and/or leased facilities.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Please see attached organization chart and mission statement.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program		
Other Classifications Reporting To this Immediate Supervisor	Housekeeper I/II	
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Custodian I/II is not responsible for providing work direction.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Providing a clean work environment for County employees. Custodian employees are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Dust, sweep, vacuum, & mop	20	Daily	
2	Dispose of litter and trash	20	Daily	
3	Vacuum stairs, landings, hallways, offices, etc.	20	Daily	
4	Cleans and sanitizes restrooms	25	Daily	
5	Washes walls and windows	15	Weekly	
6				
7				
8				

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

None.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
Inability to fulfill housekeeping and custodial	
obligations.	

**Key Customers:**

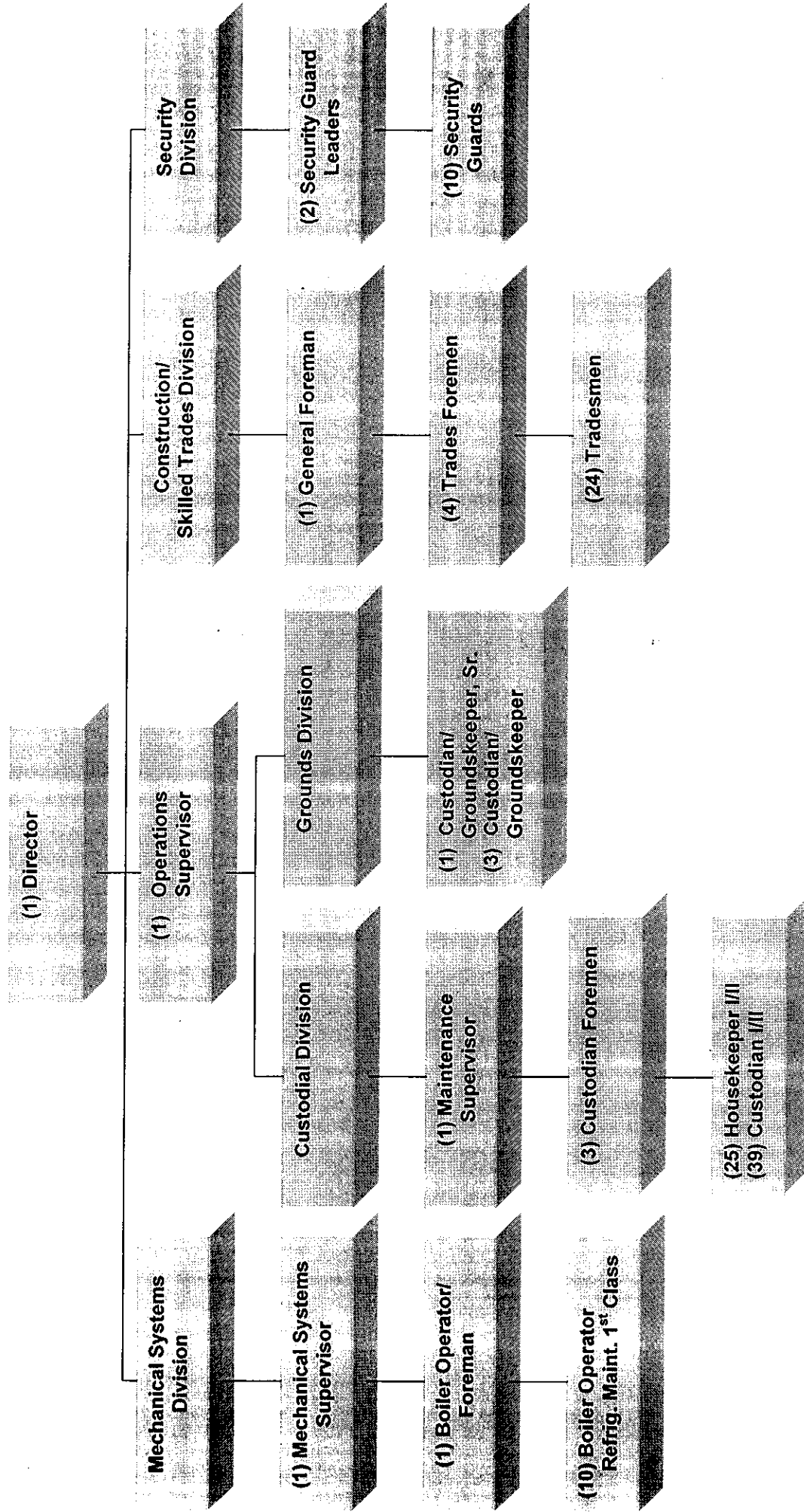
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Position/Department	Nature of Contact	Frequency
No contacts		

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

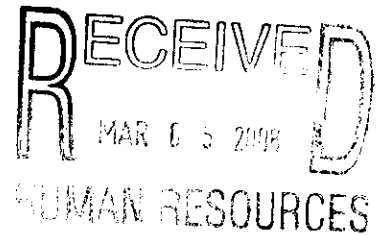

# FACILITIES AND OPERATIONS ORGANIZATION CHART - 2008



## SUPPORT STAFF

- (1) Administrative Secretary
- (2) Account Clerk IV
- (1) Materials Processor
- (.5) Facilities Technician
- (.5) Account Clerk I/II

## **FACILITIES & OPERATIONS DEPARTMENT**



### **OVERVIEW:**

The Department of Facilities & Operations is structured to coordinate professional services in planning, construction, maintenance and operations of all County-owned buildings and grounds.

The Department is composed of facilities operations, mechanical maintenance, building maintenance and security. The entire operation is coordinated through an administrative section.

The operations and mechanical maintenance division is responsible for the proper operations and maintenance of the mechanical equipment in all County Facilities.

The building maintenance division provides the personnel, material and equipment to plan and direct the technical services of maintenance, custodial services, building management and County skilled trades forces for the existing County-owned facilities.

Facilities & Operations has 130 employees and maintains approximately 1,800,000 square feet of buildings.

Top three (3) accomplishments over the past year:

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- 2 - Commenced construction of the 42nd District Court - Division II, located in the City of New Baltimore.
- 3 - Completion of the Medical Examiner's Facility

### **BIGGEST GOAL FOR NEXT YEAR:**

- 1 - Commence renovations of the Hall Road Warehouse Facility.
- 2 - Commence renovations to the old section of the Juvenile Justice Center in accordance with the revised scope.



BIGGEST CHALLENGE:

Continuing to maintain aging high use buildings during hard economic times in which funds are limited and at the same time continue to better serve the residents of Macomb County.



## FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor  
Mount Clemens, Michigan 48043  
586-469-5244 FAX 586-469-7770

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MAR 05 2008  
HUMAN RESOURCES

### MEMORANDUM

Lynn M. Arnott-Bryks  
Director

Diane G. Connell  
Operations Supervisor

Larry K. Oakes  
Mechanical Systems Supervisor

To: Eric Herppich, Acting Director  
Human Resources Department

Subject: Vacated Budgeted Position  
Custodian I/II

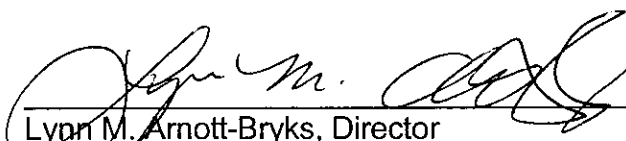
Date: February 27, 2008

Due to the volume of work and increase in square footage to be maintained, we are required to assign two (2) custodial personnel to work one-half of their shift at one location and the remainder of their shift at another location. Also, in the event of sick and/or annual leave, we do not have additional personnel to assign to these areas. Additionally, the housekeeping and custodial personnel are routinely reassigned to areas in which major renovation work is performed, with no additional personnel to assign to their normal duties.

Due to the great need of custodial functions required to maintain these facilities, we are requesting authorization to fill the budgeted position of Custodian I/II, vacated by Ellen Germain, who retired on January 25, 2008.

If you have any questions, please contact the undersigned.

Respectfully,

  
\_\_\_\_\_  
Lynn M. Arnott-Bryks, Director  
Facilities and Operations Department

LMAB/d

Attachment

### MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Jon M. Switalski - District 4  
Susan L. Doherty - District 5

Joan Flynn - District 6  
Sue Rocca - District 7  
David Flynn - District 8  
Robert Mijac - District 9  
Philis DeSaele - District 10

Ed Szczepanski - District 11  
Peter J. Lund - District 12  
Don Brown - District 13  
Brian Brdak - District 14  
Keith Rengert - District 15

William A. Crouchman  
District 23  
Chairman

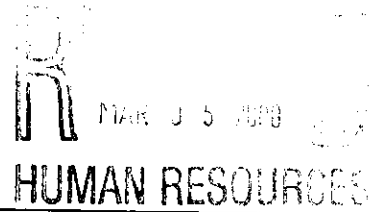
Dana Camphous-Peterson  
District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

Carey Torrice - District 16  
Ed Bruley - District 17  
Paul Gielegem - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

Macomb County  
Position Analysis Questionnaire



Classification Title: Custodian I/II E. German

Department: Facilities and Operations

Division/Program Assignment: \_\_\_\_\_

Describe how this position is funded: Funded through the Department

**Classification Purpose:**  
*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The Custodian I/II is responsible for cleaning and servicing all areas and surrounding premises of Assigned County-owned and/or leased facilities.

**Organization Information:** *(Please attach a current organization chart)*  
*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Please see attached organization chart and mission statement.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program		
Other Classifications Reporting To this Immediate Supervisor	Housekeeper I/II	
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Custodian I/II is not responsible for providing work direction.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Providing a clean work environment for County employees. Custodian employees are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Dust, sweep, vacuum, & mop	20	Daily	
2	Dispose of litter and trash	20	Daily	
3	Vacuum stairs, landings, hallways, offices, etc.	20	Daily	
4	Cleans and sanitizes restrooms	25	Daily	
5	Washes walls and windows	15	Weekly	
6				
7				
8				

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

None.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
Inability to fulfill housekeeping and custodial	
obligations.	

**Key Customers:**

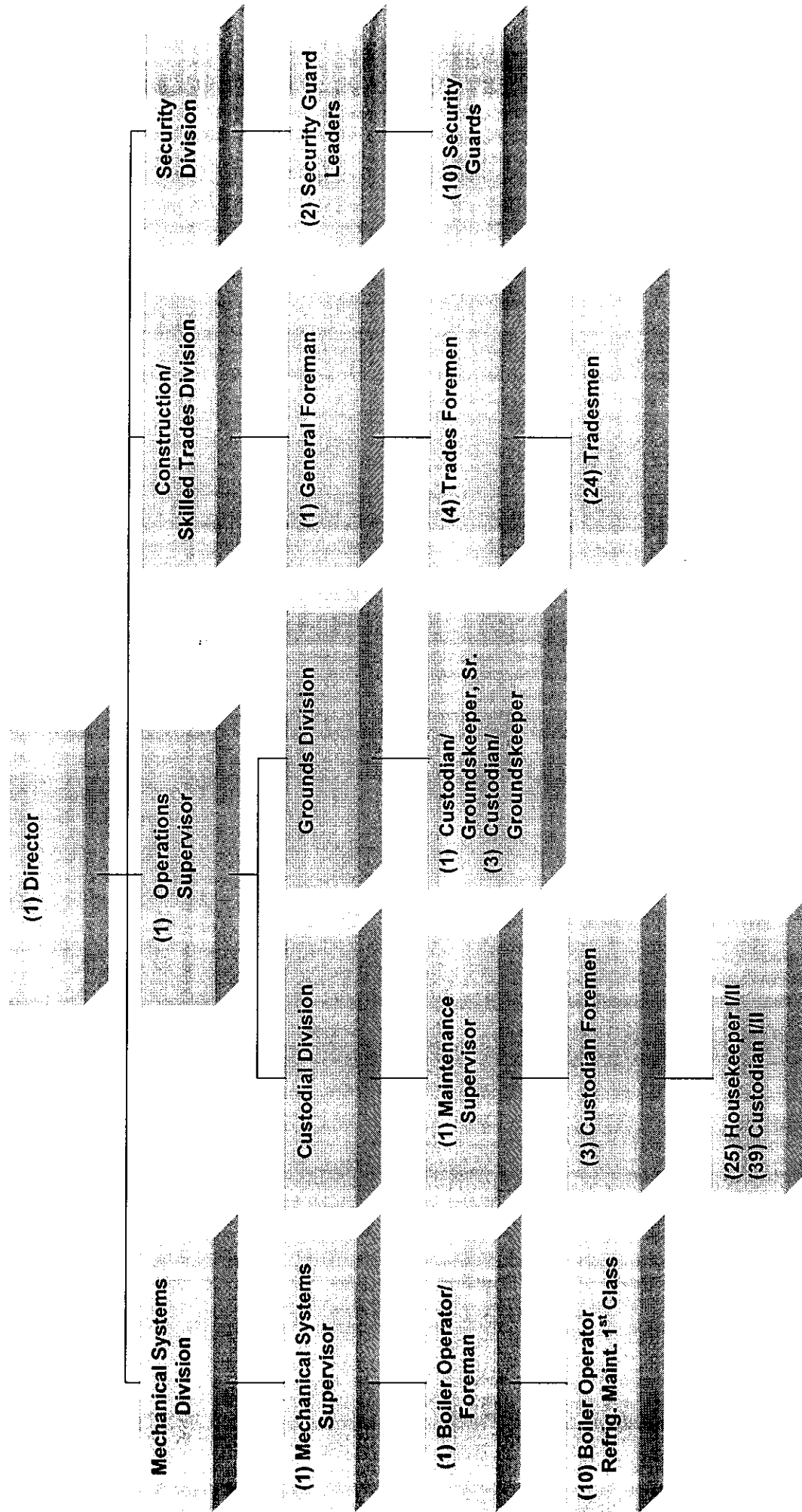
*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
No contacts		

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*


# FACILITIES AND OPERATIONS ORGANIZATION CHART - 2008



## SUPPORT STAFF

- (1) Administrative Secretary
- (2) Account Clerk IV
- (1) Materials Processor
- (.5) Facilities Technician
- (.5) Account Clerk I/II

**FACILITIES & OPERATIONS DEPARTMENT**

RECEIVED  
MAR 05 2008  
HUMAN RESOURCES

**OVERVIEW:**

The Department of Facilities & Operations is structured to coordinate professional services in planning, construction, maintenance and operations of all County-owned buildings and grounds.

The Department is composed of facilities operations, mechanical maintenance, building maintenance and security. The entire operation is coordinated through an administrative section.

The operations and mechanical maintenance division is responsible for the proper operations and maintenance of the mechanical equipment in all County Facilities.

The building maintenance division provides the personnel, material and equipment to plan and direct the technical services of maintenance, custodial services, building management and County skilled trades forces for the existing County-owned facilities.

Facilities & Operations has 130 employees and maintains approximately 1,800,000 square feet of buildings.

Top three (3) accomplishments over the past year:

- 1 - Opening of the Juvenile Justice Center and most recently the occupancy of the 2nd floor.
- 2 - Commenced construction of the 42nd District Court - Division II, located in the City of New Baltimore.
- 3 - Completion of the Medical Examiner's Facility

**BIGGEST GOAL FOR NEXT YEAR:**

- 1 - Commence renovations of the Hall Road Warehouse Facility.
- 2 - Commence renovations to the old section of the Juvenile Justice Center in accordance with the revised scope.



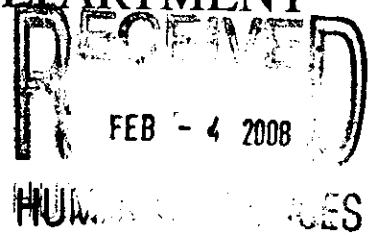
BIGGEST CHALLENGE:

Continuing to maintain aging high use buildings during hard economic times in which funds are limited and at the same time continue to better serve the residents of Macomb County.



## FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor  
Mount Clemens, Michigan 48043  
586-469-5244 FAX 586-469-7770



Lynn M. Arnott-Bryks  
Director

Diane G. Connell  
Operations Supervisor

Larry K. Oakes  
Mechanical Systems Supervisor

TO: Eric A. Herppich, Acting Director  
Human Resources

SUBJECT: Reconfirmation of Vacancy  
Martin Laus, Licensed Boiler Operator

DATE: February 4, 2008

Pursuant to your correspondence of January 31, 2008, we are requesting consideration to replace the vacant Boiler/Refrigeration Classification position submitted at the January 24, 2008 meeting of the Personnel Committee.

The Boiler/Refrigeration Classification performs the following functions:

- Operates gas fired boilers to generate steam and/or hot water that supplies heat or power, and freon cooling systems to refrigerate rooms and to air condition County buildings.
- Observes temperature, pressure, draft and ampere readings for system and equipment and adjusts controls or overrides automatic controls to obtain specified operation of equipment.
- Balancing, adjusting and setting valves and controls to set specified fuel feed, draft openings, water level and steam pressure of boiler.
- Observes and inspects boiler and auxiliary units to detect malfunctions, making necessary maintenance and repairs, including but not limited to, changing burners, lubricating bearings and/or tightening pipes and fittings.

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Carey Torrice - District 16  
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Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

- Tests and treats boiler feed water, using specified chemicals.
- Maintains log of meter and gauge readings and records data such as temperature, pressure, water test results and quantity of fuel consumed at specified intervals.
- Inspects and clears all inlet louvers, screens and air passages of foreign items and accumulated dirt.
- Keeps boiler rooms, mechanical rooms and equipment in a reasonable state of cleanliness.
- Opens valves on equipment such as compressors, pumps and condensers to prepare system for operation and start up of equipment and auxiliary machinery.
- Inspects equipment and systems to observe operating conditions and need for repair or adjustment.
- Adjusts controls to isolate and clear broken lines for repair or shut down equipment.
- Operates standard boiler and cooling equipment such as gas fired boilers, freon cooling systems and small power hand tools.
- Climbs stepladders, extension ladders, roof hatch ladders and various types of scaffolding.
- Exits and enters roof hatches and scales parapet walls and maneuvers over, across or under various roof mounted pipes, ductwork and/or roof mounted equipment while using and/or transporting tools and equipment.
- Enters and exits pipe trench trap doors and works in pipe trenches in less than comfortable postures for extended periods of time.
- Handles and operates various motor operated or manual operated hoisting and/or rigging equipment.

- Repairs and overhauls refrigeration and air conditioning units as assigned.
- Repack pumps and compressors, clean condensers and replace worn or defective parts.

The County continues to add additional buildings with mechanical systems to be maintained.

The Medical Examiner's Office and Public Works Building have recently been added. In addition, the 42<sup>nd</sup> District Court – Division II, Hall Road Warehouse and the renovated Juvenile Justice Center will soon be added all requiring mechanical systems maintenance.

The County has a substantial investment in mechanical systems in all the County buildings, which require continuous maintenance and oversight. We are, therefore, requesting your consideration in allowing this vacancy be filled.

If you have any questions, or require additional information, please contact the undersigned.

Respectfully,

  
\_\_\_\_\_  
Lynn M. Arnott-Bryks, Director  
Facilities & Operations Department

LMAB:jsd

(M. LALLS)

**Department:** Facilities and Operations

**Division/Program Assignment:**

**Classification Purpose:**

~The Boiler Operator operates gas-fired boilers to generate steam and/or hot water that supplies Heat or power, and freon cooling systems to refrigerate rooms and provide air conditioning to County buildings.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Please see attached organization chart and mission statement.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Boiler Operator Foreman	1
Same Classification Within Department or Program	10	8
Other Classifications Reporting To this Immediate Supervisor	None	
Classifications Directly Supervised by this Classification (if applicable)	N/A	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The Licensed High Pressure Boiler Operator, First Class Refrigeration Operator is not responsible for
Providing work direction to others, however, when performing certain job duties, boiler operators
May also work in conjunction with electricians, plumbers and carpenters to complete a project.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The Boiler Operator observes temperature, pressure, draft and ampere readings for system and
Equipment and adjusts controls or overrides automatic controls to obtain specified operation of
Equipment. Observes and inspects boiler and auxiliary units to detect malfunctions, making
Necessary maintenance and repairs, including but not limited to, changing burners, lubricating
Bearings and/or tightening pipes and fittings, chemical feed and testing.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Operate gas-fired boiler to generate steam and/or hot water that supplies heat or power, and freon cooling systems to refrigerate rooms and to air condition County buildings.	20	Daily	
2	Observes temperature, pressure, draft and ampere readings for system and equipment and adjusts controls or overrides automatic controls to obtain specified operation of equipment	20	Daily	
3	Observes and inspects boiler and auxiliary units to detect malfunctions, making necessary maintenance and repairs, such as changing burners, lubricating bearings and/or tightening pipes and fittings.	20	Daily	
4	Maintains log of meter and gauge readings and records data such as temperature, pressure, water test results and quantity of fuel consumed at specified intervals.	20	Daily	
5	Chemical testing and feed systems to prevent scale and bacteria growth.	20	Daily	
6	Prepare equipment for safety inspections from state and insurance companies		Yearly	Yes
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

This position is necessary because the Medical Examiner's Office and Public Works Building
Have recently been added. In addition, The 42 <sup>nd</sup> District Court – Div. II, Hall Road Warehouse
And the renovated Juvenile Justice Center will soon be added all requiring mechanical systems
Maintenance. Work Orders are generated daily for repairs, building maintenance and new projects

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

See Problem Solving Challenges, p. 2 and Functions and Responsibilities, p. 3.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
~The County has a substantial investment in mechanical systems in all of the County buildings, which require continuous maintenance and oversight.	



**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Trane, Inc. Service Representative	Assists with summer cooling issues and winter preparatory work.	Seasonal/responds to emergencies.
York, Inc. Service Representative	Assists with summer cooling issues and winter preparatory work.	Seasonal/responds to emergencies.
Delta Temp., Inc. Service Representative	Mechanical Breakdown repairs, control work.	On call for emergencies.

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

Certified to remove and reclaim refrigerant, coordinates with insurance and state inspectors, prepares
Equipment for required safety inspections.

## **FACILITIES & OPERATIONS DEPARTMENT**

### **OVERVIEW:**

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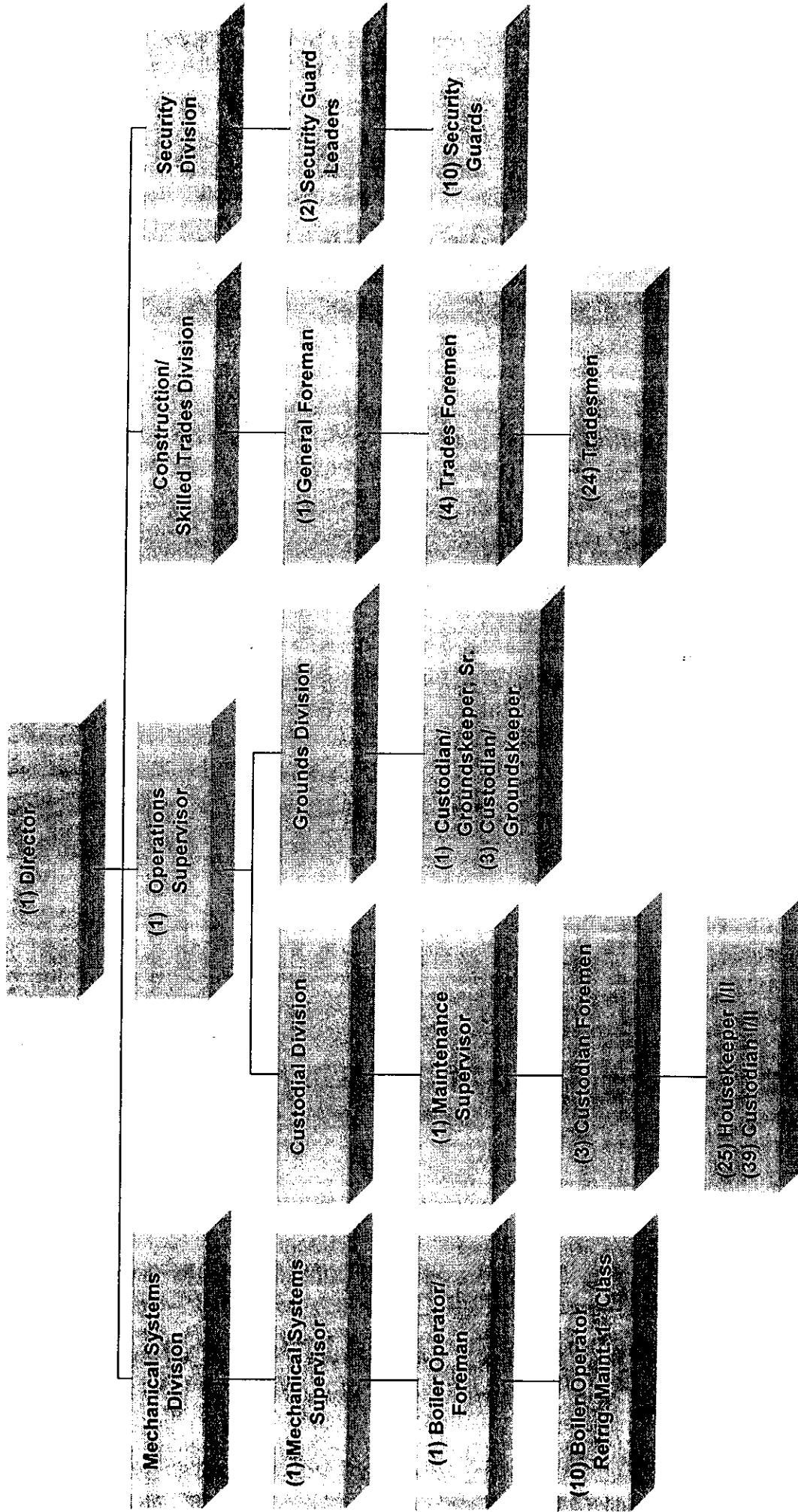
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BIGGEST CHALLENGE:

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# FACILITIES AND OPERATIONS ORGANIZATION CHART - 2008

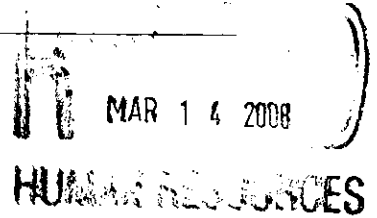


## SUPPORT STAFF

- (1) Administrative Secretary
- (2) Account Clerk IV
- (1) Materials Processor
- (.5) Facilities Technician
- (.5) Account Clerk I/II

# The Circuit Court

For  
The Sixteenth Judicial Circuit of Michigan



## *Circuit Judges*

ANTONIO P. VIVIANO, Chief Judge  
RICHARD L. CARETTI, Chief Judge, Pro Tempore  
JAMES M. BIERNAT, SR., Presiding, Civil/Criminal  
JOHN C. FOSTER, Presiding, Family  
PETER J. MACERONI  
MARY A. CHRZANOWSKI  
DONALD G. MILLER  
EDWARD A. SERVITTO, JR.  
MARK S. SWITALSKI  
MATTHEW S. SWITALSKI  
DIANE M. DRUZINSKI  
TRACEY A. YOKICH  
DAVID F. VIVIANO



March 14, 2007

LYNN M. DAVIDSON  
Friend of the Court

DAVID T. ELIAS  
Family Court Counsel/Referee

THOMAS F. BLOHM  
Enforcement Division Director

LYNDA L. GRILLO  
Administrative Assistant

Mr. Eric A. Herppich, Acting Director  
Human Resources Department  
10 North Main Street  
Mt. Clemens, MI 48043

Re: Ms. Judith Biebuyck

Dear Mr. Herppich:

Attached please find a Request for Reconfirmation of Vacant Budgeted Position for Data Entry Clerk due to the retirement of Judith Biebuyck, as well as the completed Position Analysis Questionnaire. Ms. Judith Biebuyck is retiring from her employment with the Macomb County Friend of the Court, effective April 4, 2008. Ms. Biebuyck is employed in this office as a Data Entry Clerk in our Cashier section and is paid from Fund 215.14115.

The responsibility of a Data Entry Clerk in the Friend of the Court Cashier section includes entering data from source documents on a terminal keyboard into the MiCSES computer system, verifying the accuracy of data entered. This classification researches, types and works reports; types letters, forms and other correspondence; sorts and distributes mail, collects child support from litigants, acts as a liaison to the Michigan State Disbursement Unit; provides telephone coverage and answers questions appropriate to her skill level. This position also must have the ability to operate standard office equipment such as personal computers, typewriters, word processors, facsimile machines, copiers, calculators, adding machines and microfiche equipment.

I am requesting you take the necessary steps to have Ms. Biebuyck's Data Entry Clerk position reconfirmed as soon as possible to avoid backlogs from developing. This position is important as we are dealing with the collection and distribution of cash payments. The Macomb County Friend of the Court is mandated by statute to provide that all payments have a turnaround time of 48 hours. It is imperative that this position be fulfilled. As this position is fully recognized as a IV-D allowable expense under the Cooperative Reimbursement Contract, all expenses including salary and fringe benefits are reimbursed to the County of Macomb at 66%. It is for this reason I am requesting a waiver of the Macomb County 20 week hiring freeze policy. Also, if the Friend

March 14, 2008  
Page Two

of the Court does not meet the criteria for collecting and distributing child support payments timely as provided by our contract, the County will run the risk of losing or receiving reduced incentive payments.

Thank you for your assistance in facilitating my request.

Very truly yours,

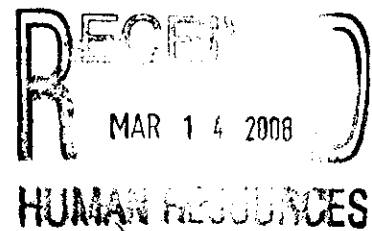
A handwritten signature in black ink, appearing to read "Lynn M. Davidson", with a long horizontal flourish extending to the right.

LYNN M. DAVIDSON  
FRIEND OF THE COURT

LMD/njb

cc: Lisa N. Weber, Human Resources Coordinator

**Macomb County  
Position Analysis Questionnaire**



**Classification Title:** \_\_\_\_\_ Data Entry Clerk (J. Biebuyck)

**Department:** \_\_\_\_\_ Friend of the Court

**Division/Program Assignment:** \_\_\_\_\_ Cashier Department

**Describe how this position is funded:** 66% of the total cost of this position is funded under the Cooperative Reimbursement Program

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

As a Data Entry Clerk in the Cashiering division of the Friend of the Court this position is geared directly toward the enforcement of support. The employee in this position is a backup for our counter work of receiving cash payments and works directly with the Michigan State Disbursement Unit on mail that is transferred daily. This person acts as a liaison between the Macomb County Friend of the Court and the Michigan State Disbursement Unit in the processing of all child support payments.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Attached is a current organizational chart. The mission of this classification within this department is to effectively process all child support payments correctly on to the proper payee and to research payments or mail relating to payments that have been returned to the Friend of the Court from the Michigan State Disbursement Unit in an effort to efficiently process payments on to families.

*Describe how the classification fits into the context of the department or program area.*

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Cashier II	1
Same Classification Within Department or Program	Data Entry Clerks within Cashier Division	3
Other Classifications Reporting to this Immediate Supervisor	Account Clerk Senior	2
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

None.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

An employee in this position must be able to handle cash correctly and be in a position to exchange cash payments with litigants that come to the front counter. Also, this person acts as a liaison with the Michigan State Disbursement Unit (MiSDU) and works daily on mail that comes into the office from the MiSDU. This person must be able to review the incoming mail and determine what needs to be done to immediately correct any issues that are at large. This Data Entry Clerk also works several reports dealing with closed accounts or payments not readily identified, bad addresses on behalf of both the non-custodial parent and the custodial parent, and voided checks. This person also has the duties of determining the payee for all checks that have been misdirected and have been returned. This position must conduct research to determine where the monies should be sent and to make sure the computer is properly designated so that the payments will be processed correctly in the future.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Liaison with the Michigan State Disbursement Unit (MiSDU)	40	Daily	Yes
2	Backup cashier to the counter	25	Daily	Yes
3	Work several reports to determine where monies should be processed. This includes accounts that have been closed or income withholding orders that have been curtailed, bad	10	Daily	Yes



	addresses on both the part of the non-custodial and custodial parent, working with the Department of Human Services to determine what research needs to be done so that accounts are set up correctly so checks are processed properly.			
4	Assisting in suspense account management, which includes placing holds on accounts, distributing cash and determining where the money is to be applied.	15	Daily	Yes
5	Backup to the employer table unction of the office, arranging the process of confidential matter that needs to be shredded and destroyed, handling requests from the MiSDU to have money refunded or applied to an account correctly, review checks returned from clients to determine reason for return, to void the check if necessary, and return it to the MiSDU to reissue to the proper person, and assist with forwarding paper checks received b mail in the FOC to the MiSDU.	10	Daily	Yes

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Decisions the person in this position must maintain is being knowledgeable in Friend of the Court and Michigan State Disbursement Unit policy, as to the processing and the distribution of child support. This person must have the knowledge to be able to research into the MiCSES computer system, the OnBase imaging system and the prior computer operating systems to properly determine where payments have come from, where they should have been sent (if they were sent to a wrong entity), and to make sure the payments are distributed based on PRWORA guidelines.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

The impact on operations would be less child support distributed, which is one of the factors, which is used to determine the amount of incentives that is returned to Macomb County based on the Cooperative Reimbursement Contract, the measure the impact would be less incentives received by Macomb County.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Michigan State Disbursement Unit/ employees	To help assist in the processing and distribution of child support	Daily
Litigants/general public	Assist the persons who come into the Friend of the Court Office to make cash payments	Daily
Judicial Service Officers, Friend of the Court's Enforcement division	To get direction on the special processing of payments as well as any questions as to the distribution of child support	Daily

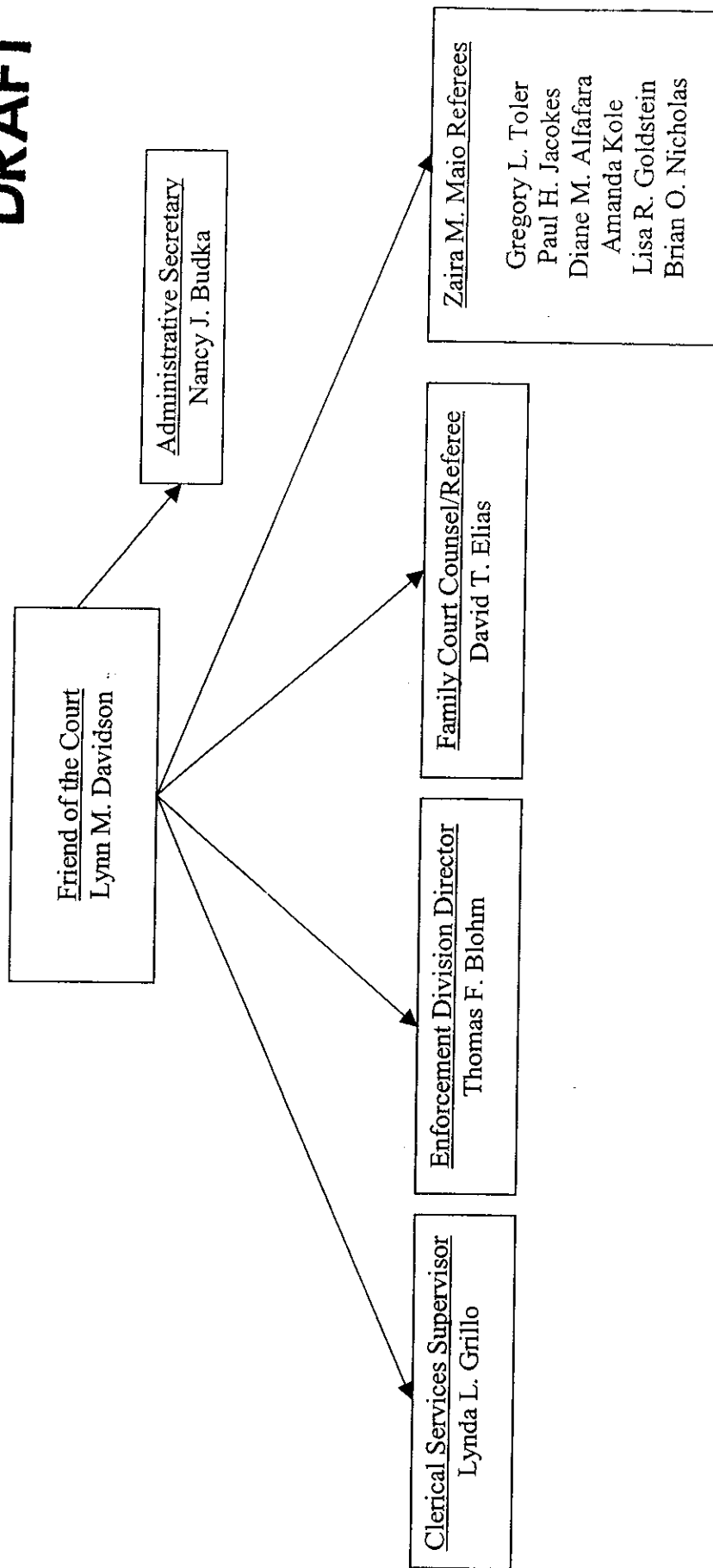
**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

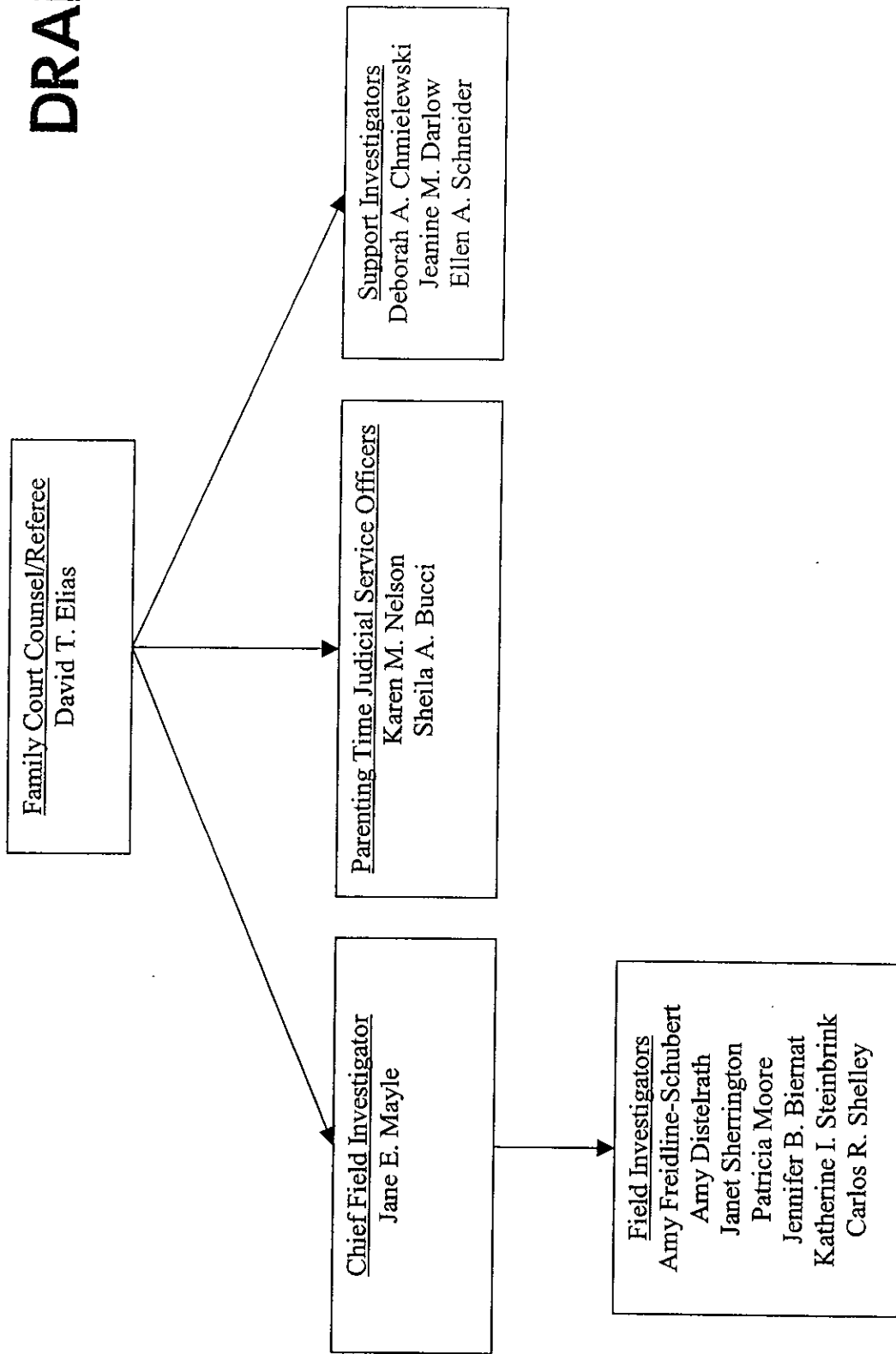
This position is important to the Friend of the Court Office as it assists in the collection and distribution of child support payments. The Friend of the Court, through the Cooperative Reimbursement Contract receives a 66% reimbursement for all expenses relating to the enforcement of child support. Also, Macomb County receives incentives based on criteria set up by the federal government in the enforcement and collection of child support. If any of these factors drop in percentage points, a smaller amount of money that is forwarded to Macomb County in the form of incentives would be the result. It is for this reason that I am requesting a waiver of the Macomb County 20 week hiring freeze regarding the position of Data Entry Clerk within the Cashiering section of the Friend of the Court, and request that this position be reconfirmed and posted immediately.

# FRIEND OF THE COURT ORGANIZATIONAL CHART

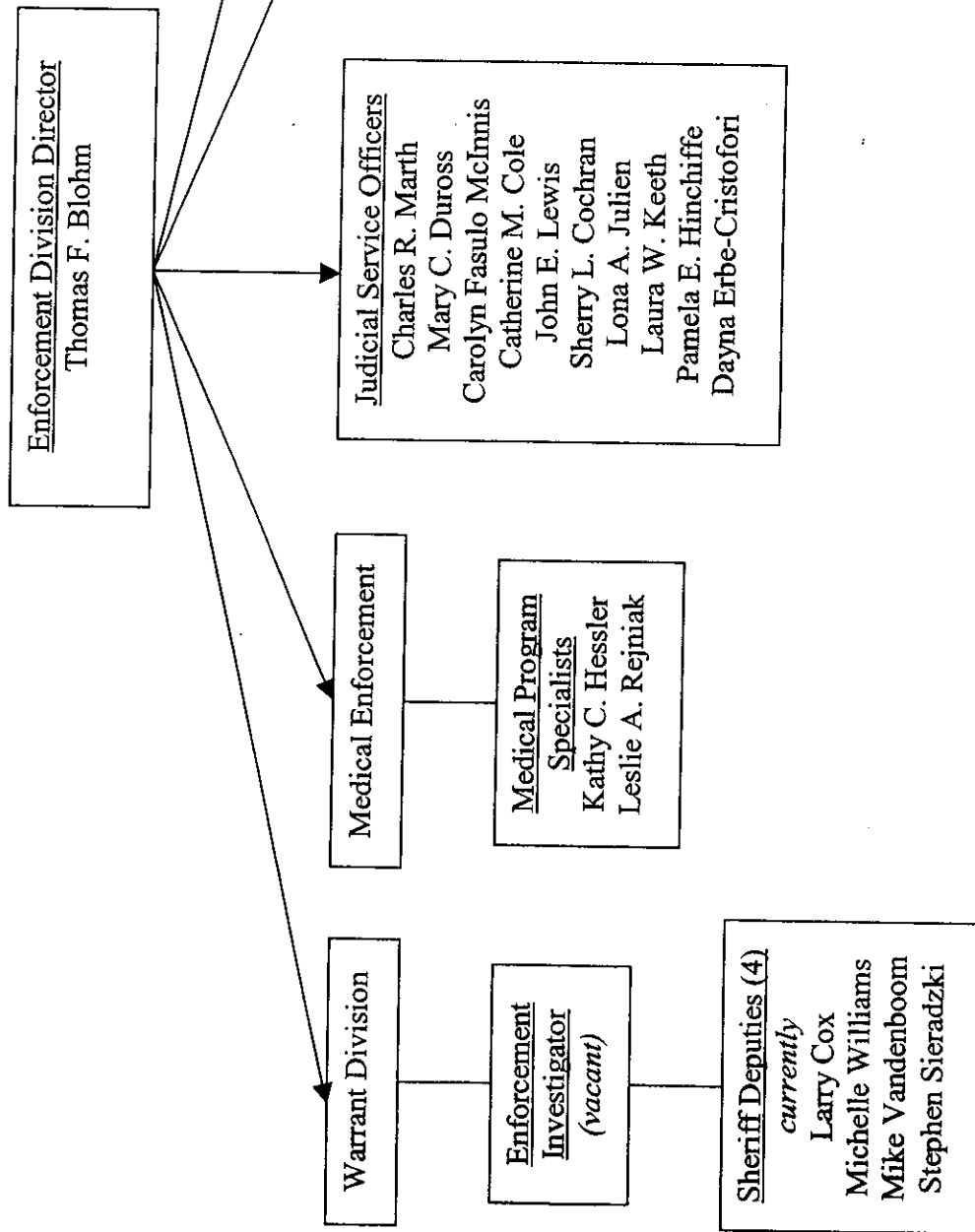
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**DRAFT**



DRAFT



# DRAFT

Clerical Services Supervisor  
Lynda L. Grillo

Administrative Secretary  
Nancy J. Budka

Dictation Clerks

Data Maintenance

Accounting

Cashier Dept

Referee Dept

Court Services

Imaging Dept

Support Investigation

Medical Enforcement

Reception

General Enforcement

Jean Job

Laurel Carter

Theresa Sieradski

Theresa Marcotte

Patricia Pelyak

Michelle Sobieski

Lenore Langton

Diane Frank

Heather Kearney

Michelle Arneel

Sheri Zalenko

Alice Fortman

Sandy MacCallum

Karn Biland

Tara Nixon

Anita Bowlin

Paula Trocino

Carrie Lynch

Kristin Mullin

Karen Nies

Judy Goodman

Data Maintenance Supervisor

Pamela Conger

Account Clerk Seniors

Karen Kapernick

Elaine Kelly

Lori Ferdig

Mary Golke

Susan Weaver

Cashier II

Tracy Howard

Recorder Secretaries

Paulette Soggs

Melanie Barron

Laura Johnston

Irma Szczesny

Christine Holcomb

Vivian Yonce

Elizabeth Lary

Karen Pillar

Carol Stauch

Court Services Supervisor

Laura Tucker

Account Clerk Seniors

Joyce Stauch

Barbara Badalucco

Data Entry Clerks

Christine Evans

Kelley VanDamme

Typist Clerk Senior

Judith Tischbein

Typist Clerk

Jennifer Kowalski

Typist Clerks

Sheryl Olkowski

Susan Sheridan

Typist Clerks

Kelley Battle

Colyn Wheaton

Receptionist/Supply Clerk

Jessica Mazzola

Telephone Operator

Deborah Barnes

Typist Clerk

Carol Lucas

Data Entry Clerks

Debra Evans

Susan Iearlds

vacancy

Temporary Clerical

Catherine Drescher

Deborah Freshwell

Account Clerk Seniors

Kathy Kobylarz

Diane Westlake

Data Entry Clerks

Judith Biebuyek

Diana Otterson

Matthew Walny

Typist Clerk Sr's Bench Warrants

Barbara Smy

Nancy DePasquale

Donna Hamel

Typist Clerk Sr's Dispositions

Linda Wallis

Vicky Hessler

Tammy Nader

Typist Clerks

Caroline Roberts

Lorraine Watson

Justin Marshall

(3 vacancies)

# The Circuit Court

For  
The Sixteenth Judicial Circuit of Michigan

RECEIVED  
MAR 17 2008  
HUMAN RESOURCE

## *Circuit Judges*

ANTONIO P. VIVIANO, Chief Judge  
RICHARD L. CARETTI, Chief Judge, Pro Tempore  
JAMES M. BIERNAT, SR., Presiding, Civil/Criminal  
JOHN C. FOSTER, Presiding, Family  
PETER J. MACERONI  
MARY A. CHRZANOWSKI  
DONALD G. MILLER  
EDWARD A. SERVITTO, JR.  
MARK S. SWITALSKI  
MATTHEW S. SWITALSKI  
DIANE M. DRUZINSKI  
TRACEY A. YOKICH  
DAVID F. VIVIANO



March 17, 2007

LYNN M. DAVIDSON  
Friend of the Court

DAVID T. ELIAS  
Family Court Counsel/Referee

THOMAS F. BLOHM  
Enforcement Division Director

LYNDA L. GRILLO  
Administrative Assistant

Mr. Eric A. Herppich, Acting Director  
Human Resources Department  
10 North Main Street  
Mt. Clemens, MI 48043

Re: Ms. Doreen Perkins

Dear Mr. Herppich:

On January 15, 2008 Doreen Perkins, a Data Entry Clerk within the Friend of the Court Office was discharged. Ms. Perkins was employed in this office as a Data Entry Clerk, acting as a certification/decertification liaison with the Macomb County Friend of the Court and the Department of Human Services. Ms. Perkins was paid from Fund 215.14120.

The responsibilities of a Data Entry Clerk in the certification/decertification area of the office is strictly child support enforcement and to work closely with the Department of Human Services when litigants become recipients of public assistance or decertify from public assistance. This person must have knowledge of the Michigan Child Support Enforcement System, the CIMS/Bridges component of the Department of Human Services computer system, and must be in a position to update information into the computer regarding the parties' status as it relates to public assistance.

I am requesting you take the necessary steps to have the Data Entry Clerk position reconfirmed. This position is a 100% IV-D position and as such is eligible for 66% reimbursement through the Cooperative Reimbursement Contract. It is for this reason I am requesting a waiver of the Macomb County 20 week hiring freeze policy established by the Macomb County Board of Commissioners.

Thank you for your assistance in facilitating my request and attached you will find the Macomb County Request for Reconfirmation of Vacant Budgeted Position, an office organization chart, and a completed Position Analysis Questionnaire.

Very truly yours,

LYNN M. DAVIDSON  
FRIEND OF THE COURT

/njb

cc: Lisa N. Weber, Human Resources Coordinator

**Macomb County  
Position Analysis Questionnaire**

MAR 17 2008

HUMAN RESOURCES

**Classification Title:** \_\_\_\_\_ Data Entry Clerk (D. PERKINS)

**Department:** \_\_\_\_\_ Friend of the Court

**Division/Program Assignment:** \_\_\_\_\_ General Enforcement

**Describe how this position is funded:** 66% is reimbursed through the Cooperative Reimbursement Program

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The purpose of this classification is one of a liaison between the Department of Human Services for the State of Michigan and the Macomb County Friend of the Court. Records must be coordinated when a litigant begins receiving public assistance or terminates from receiving public assistance.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Attached is a current organizational chart. It is very important that the information put into the computer system by this Data Entry Clerk be kept current as it determines where child support is sent when payments are received. If a litigant is receiving public assistance, child support is then sent to the State of Michigan to help recoup monies that are provided as benefits to the litigant and the family due to their TANF (Temporary Assistance to Needy Families) status. It is very important when a litigant terminates from public assistance that the records be adjusted so that child support can be immediately funneled to the family directly as opposed to being sent to the State of Michigan, as the family will need money for existence.

*Describe how the classification fits into the context of the department or program area.*

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this classification	Clerical Services Supervisor	1
Same Classification Within Department or Program	Data Entry Clerk	2



Other Classifications Reporting to this Immediate Supervisor	Dictation Clerk	21
	Data Maintenance Supervisor	1
	Data Maintenance Clerk	9
	Account Clerk Senior	9
	Casher II	1
	Recorder Secretary	9
	Court Services Supervisor	1
	Typist Clerk Senior	7
	Typist Clerk	12
	Data Entry Clerk	8
	Temporary Clerical	2
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

This classification is not responsible for providing work direction.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The problems and challenges confronted by the Data Entry Clerk in this area of the Friend of the Court Office is the ability to have general knowledge of the Friend of the Court system as well as the Department of Human Services requirements regarding public assistance on behalf of families that need it. This person must work on their own and review reports as well as update the computer to show proper information. Information must be provided to the Department of Human Services regarding cash payments, child support that the custodial parent may have received while receiving public assistance from the State. This person must have the ability to pay attention to small detail and be able to do many things quickly. This person must have the proper knowledge of how the systems work and inter-relate to each other on the State side and on the County side. This person also receives and processes information through telephone contact with the Department of Human Services, Office of Child Support in Lansing, County Reimbursement Departments, which includes Macomb, welfare fraud, and Probate Court.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Updating MHIS records. This is a process that adjusts information into the Michigan Child Support Enforcement system (MiCSES) to ensure the proper distribution of funds.	50	Daily	Yes
2	Processing various reports. This position must work several different reports from different areas. Some are generated through MiCSES, others are generated through the Office of Child Support (OCS) for information on payments.			
	SWEL Report and L Report	10	Weekly	Yes
	316 Report and SLOG/MHIS Report	25	Monthly	Yes
	Tick List Report (involves member records, foster care, public assistance, 3 <sup>rd</sup> party active cash assistance, temporary suspension of support orders	15	Monthly	Yes
3	Incoming and outgoing phone contact with the Department of Human Services (DHS), OCS, County Reimbursement, Reimbursement divisions for all counties within the State of Michigan, the Welfare and Fraud section of DHS, and Probate Court	20	Daily	Yes
4	Incoming and outgoing confinement expenses. Using form correspondence to send information to Lansing regarding confinement expenses on cases requiring it. Also receiving confinement expense reports from the State of Michigan and the Macomb Prosecutor's Office to determine what is to be paid and what is to be reimbursed to the State of Michigan.	15	Weekly	Yes
5	Requesting refunds for foster care, TANF, blood, medical support and confinement accounts, as well as	10	Weekly	Yes

	processing refunds			
6	Checking new orders for any type of State assistance, which requires updating the computer system	15	Daily	Yes
7	Checking placement orders, which entails contacting Probate Court to determine if guardianship has been awarded to a 3 <sup>rd</sup> party or if foster care is ordered by either the State or the County of a particular child	12 – 13	Daily	Yes
8	Reviewing incoming and outgoing microfiche requests, which includes requesting the amount of cash assistance the custodial parent receives from the State of Michigan; also requests a breakdown of all State arrearages, which is prepared and sent to the inquiring party	10	Monthly	Yes
9	Checking referrals that come in from DHS	20	Daily	Yes
10	Adjusting the computer system to reflect the proper amount of money that is owed based on a person's public assistance history	20	Daily	Yes

### **Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The person in this position must have the proper knowledge of the Michigan Child Support Enforcement System, which the Friend of the Court operates under, as well as prior computer systems and the State system, which provides information on public assistance, (who was awarded a grant and what the grant is for, the percentage of monies that is received, the number of people who are on one grant). This person must have the ability to learn and understand the differences in reports in order to be able to operate and complete successfully the many reports that are required of this position. A certain skill level is necessary to be able to conduct research to determine where money should be sent, if a child is in foster care, or if a family is receiving TANF benefits. These decisions are made without the assistance of supervisor direction.

### **Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Currently we are short one person in this department and the nature of the impact is a backlog is beginning to increase in entering correct data into the computer system regarding parties on public

assistance, foster care, confinement expenses, which all relate to the collection and distribution of child support. The measure of the impact by not processing the information found on reports timely, money is sent to the wrong payee of support, the ability to recoup money that has been processed incorrectly is very time consuming and not always 100% effective. This also impacts the enforcement of child support, which again could cause a loss of benefits in the form of incentive payments coming to Macomb County.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Department of Human Services and Office of Child Support employees	Telephonic	Daily
Reimbursement Department clerks, which includes Macomb and other counties	Telephonic and computer	Daily
Welfare Fraud and Probate Court employees	Telephonic and computer	Daily
Friend of the Court – Data Maintenance employees, Support Enforcement Division, Accounting Department, Cashier Department/employees	Face-to-face, telephonic, computer	Daily

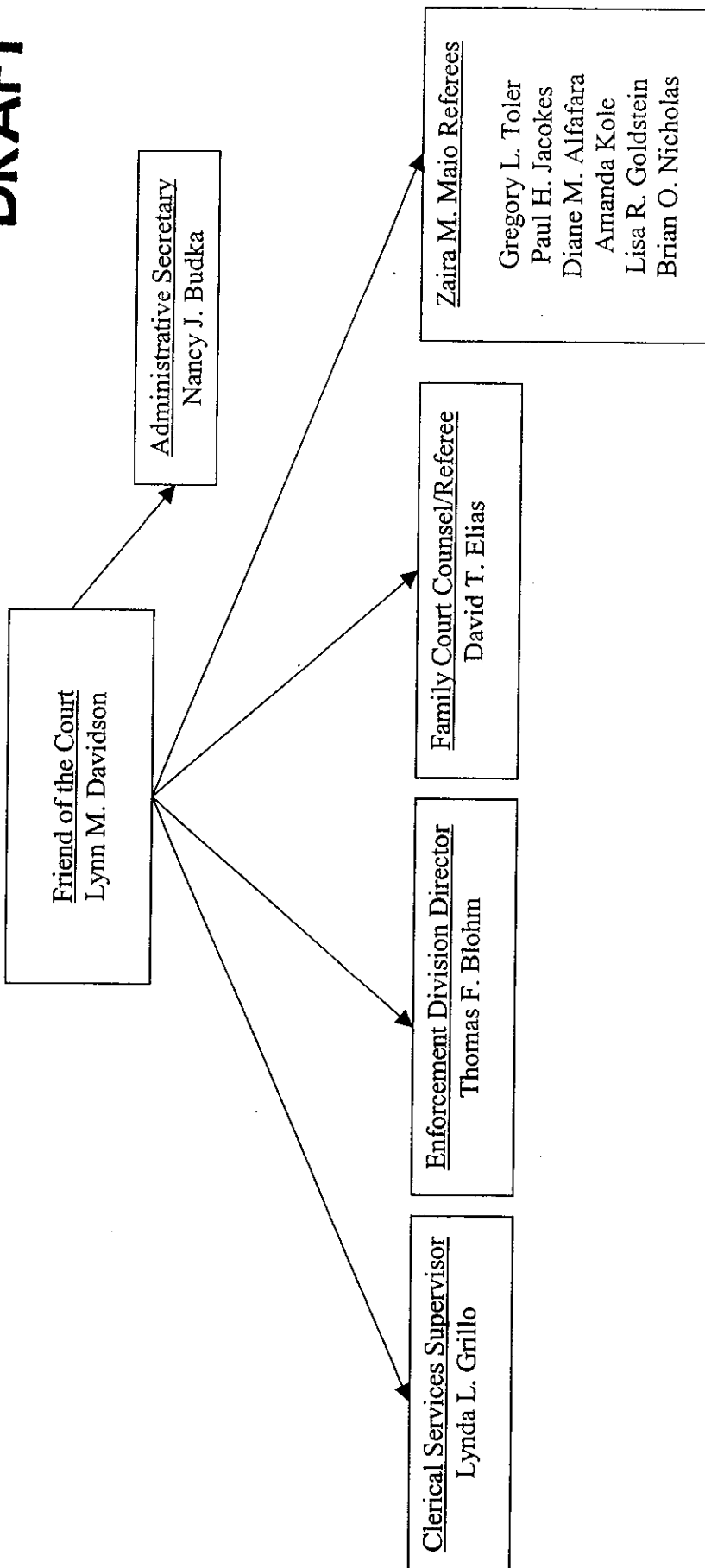
**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

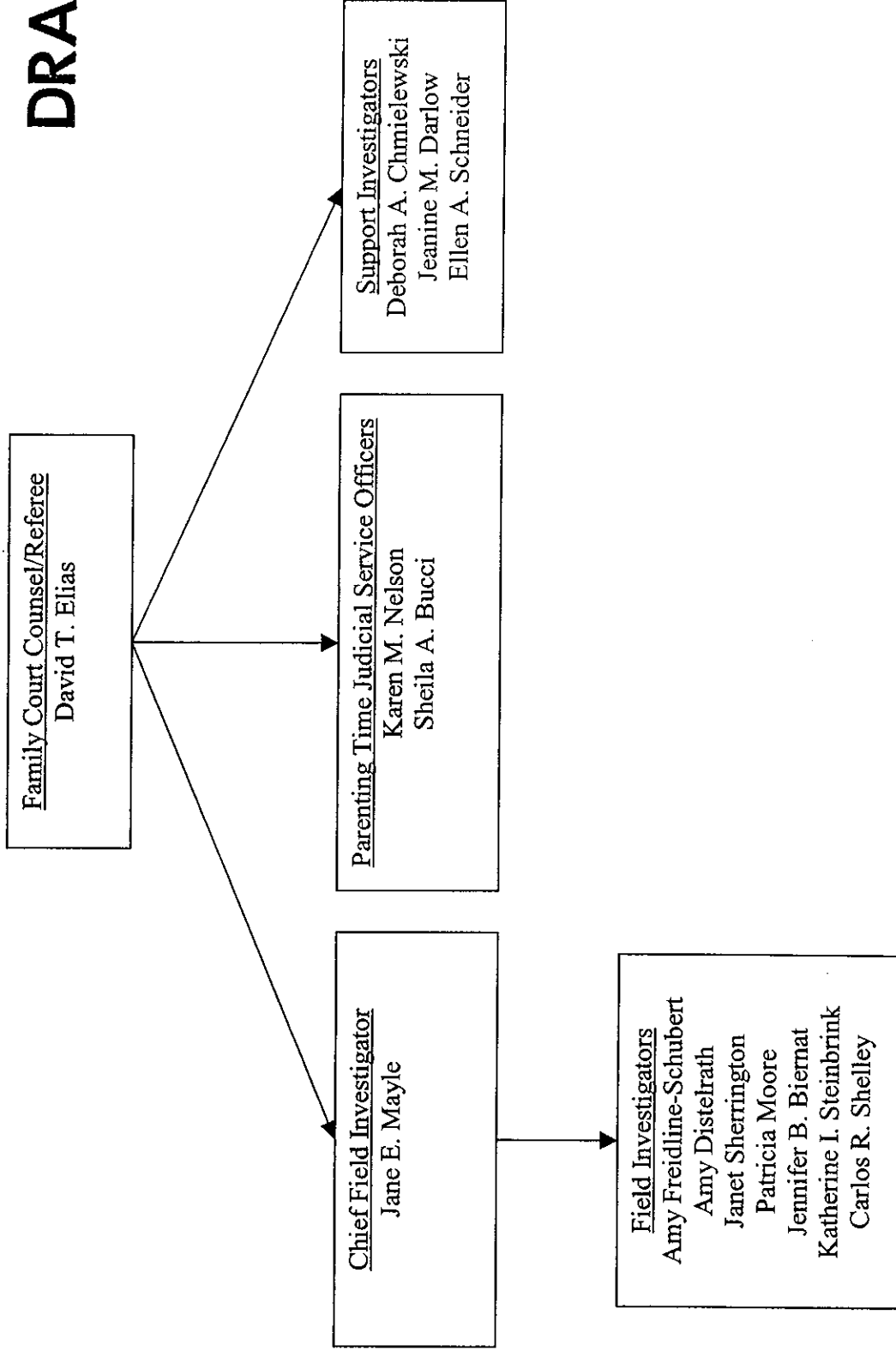
The importance of this position is to be able to have correct records to determine when a person is on public assistance, what type, and if that person is on public assistance, is it cash assistance or just Medicaid. This has a direct impact on the way child support flows either to a family or to the State as reimbursement. This position also monitors children that have been placed in foster care by Court order and must provide computer updates to ensure that proper child support is sent to the proper agency, either in foster care, the State or a 3<sup>rd</sup> party guardian. As this position is a direct function of child support enforcement, collection and distribution of child support, it is 100% funded under the Cooperative Reimbursement Department, which guarantees a reimbursement of total costs of salary, fringes and expenses allocated to this position at the rate of 66% to Macomb County. It is for this reason that I am requesting a waiver of the Macomb County 20 week hiring freeze regarding the position of Data Entry Clerk within the general enforcement section of the Friend of the Court, and request that this position be reconfirmed and posted immediately.

# FRIEND OF THE COURT ORGANIZATIONAL CHART

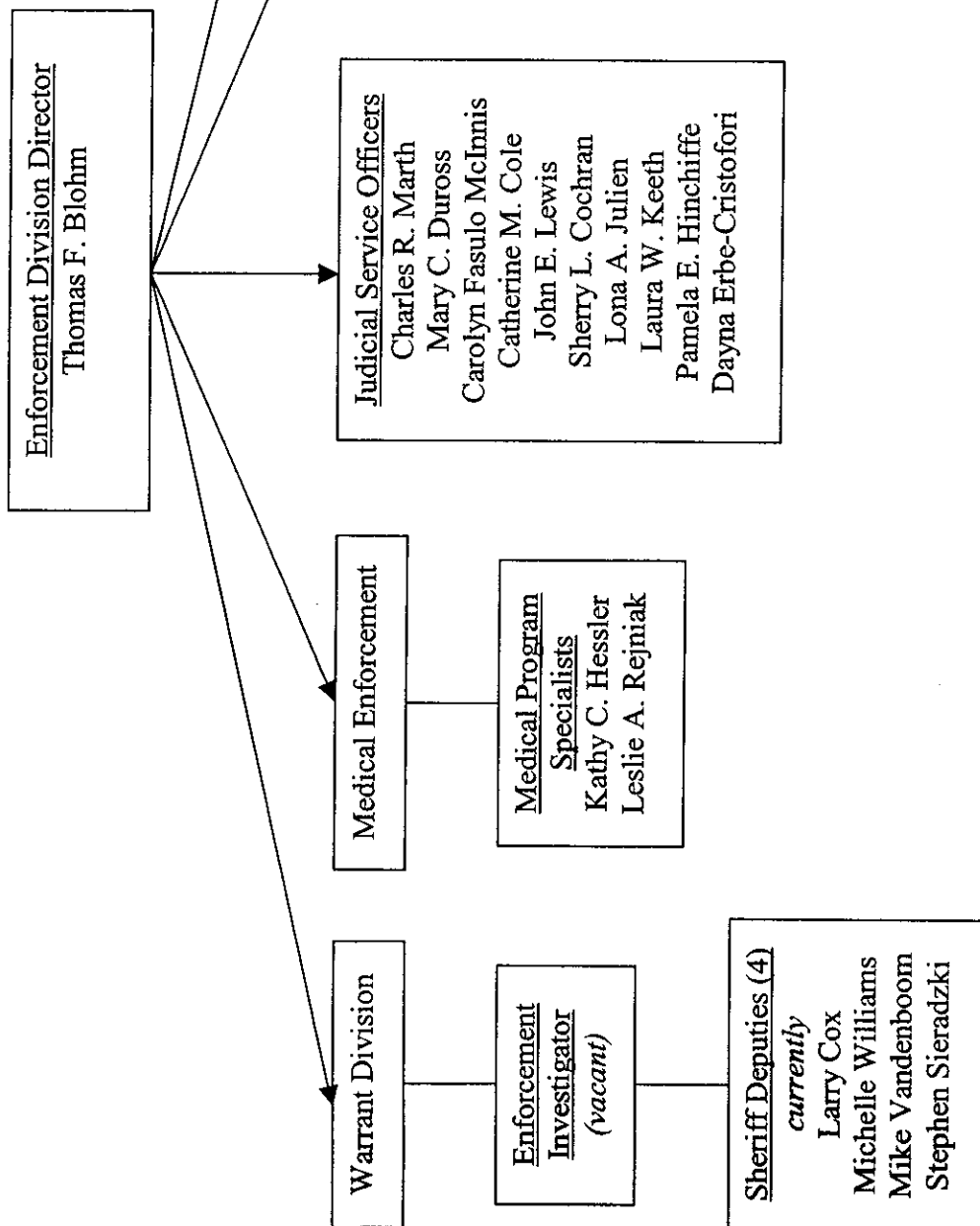
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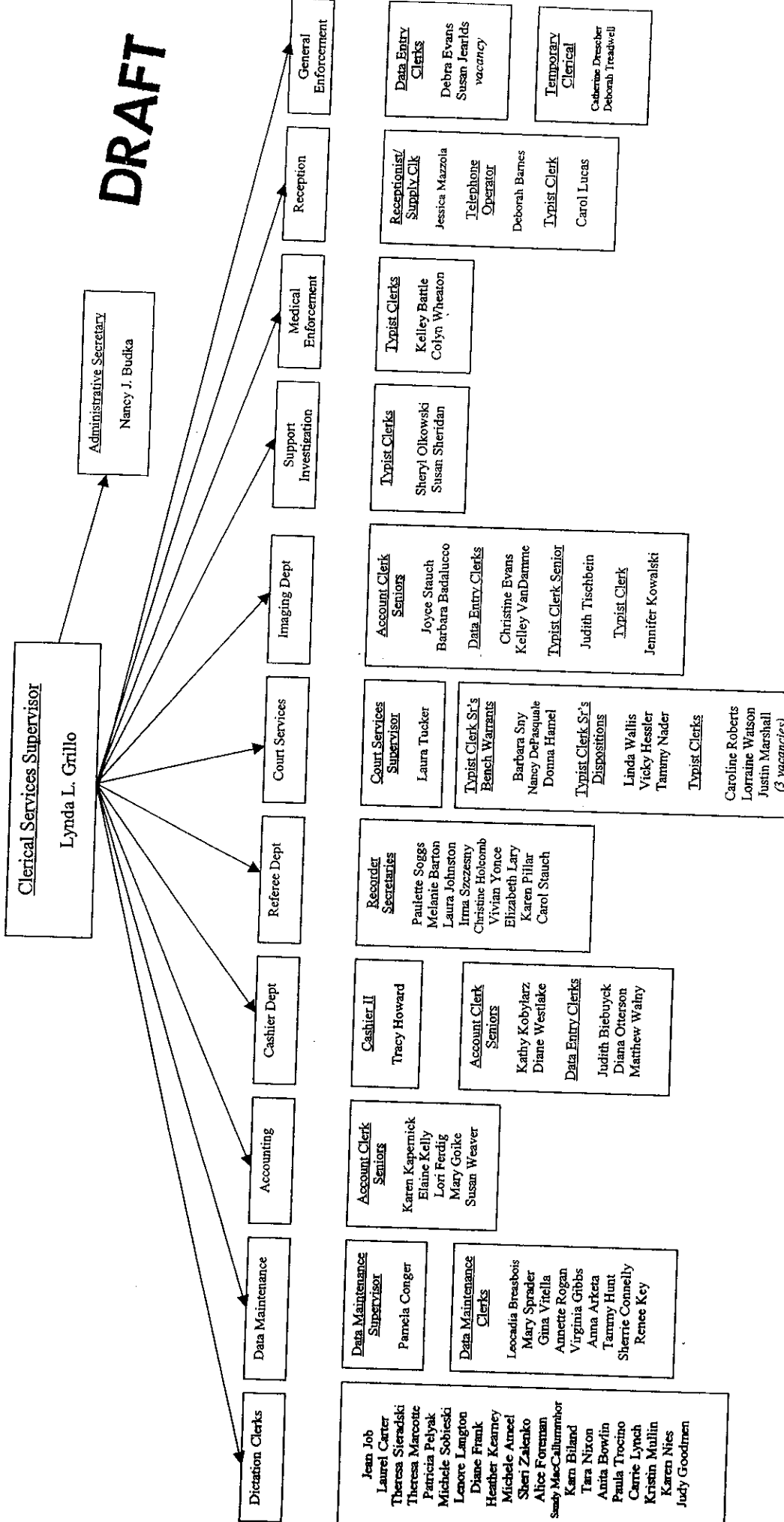
**DRAFT**



DRAFT



# DRAFT





# The Circuit Court

For  
The Sixteenth Judicial Circuit of Michigan

## *Circuit Judges*

ANTONIO P. VIVIANO, Chief Judge  
RICHARD L. CARETTI, Chief Judge, Pro Tempore  
JAMES M. BIERNAT, SR., Presiding, Civil/Criminal  
JOHN C. FOSTER, Presiding, Family  
PETER J. MACERONI  
MARY A. CHRZANOWSKI  
DONALD G. MILLER  
EDWARD A. SERVITTO, JR.  
MARK S. SWITALSKI  
MATTHEW S. SWITALSKI  
DIANE M. DRUZINSKI  
TRACEY A. YOKICH  
DAVID F. VIVIANO



LYNN M. DAVIDSON  
Friend of the Court

DAVID T. ELIAS  
Family Court Counsel/Referee

THOMAS F. BLOHM  
Enforcement Division Director

LYNDA L. GRILLO  
Administrative Assistant

February 4, 2008

Mr. Eric A. Herppich, Acting Director  
Human Resources Department  
10 North Main Street  
Mt. Clemens, MI 48043

Re: Mr. James Duhadway – Enforcement Investigator

Dear Mr. Herppich:

On December 4, 2007 I had requested reconfirmation of Mr. James Duhadway's position, which was entitled Enforcement Investigator. Pursuant to Board action on January 24, 2008, the Personnel Committee postponed all reconfirmation requests pending further justification by the requesting department.

The classification of Enforcement Investigator is a IV-D position and therefore eligible for 66% reimbursement of salary and fringes as well as any related expenses to that position. That would leave the County portion at 34%. The Enforcement Investigator assists the Deputies assigned to the Friend of the Court in executing bench warrants. The responsibilities and duties are under the direction of an assigned supervisor, which includes the investigation, preparation and maintenance of bench warrants and involves preparing bench warrants for arresting officers, inputting bench warrants into the statewide LEIN system, conducting preliminary investigation to locate payors with outstanding bench warrants, transporting money to the appropriate financial institutions, acting as a liaison between the Sheriff's Department and Macomb County Friend of the Court, and assists the Sheriff Deputies in performing the Michigan Child Support Enforcement functions on our computer system.

This position has a direct relation with the collection of child support and child support arrearages. This criterion is one factor in five in which the Macomb County Friend of the Court receives incentive payments that are passed through from the federal government to the State of Michigan and on to the County of Macomb. If our performance falls in any of the factors the

February 4, 2008

Page Two

amount of incentives Macomb County receives would be jeopardized. The last several years Macomb County has received approximately \$950,000 a year in incentives for the enforcement and collection of child support. I consider this position to be important to the collection and enforcement of child support, which not only is reimbursed at the rate of 66%, but also has a direct relation in securing incentive payments that are returned to Macomb County.

As reiterated in my letter of December 4, 2007, this position is fully recognized as a IV-D allowable expense under the Cooperative Reimbursement Program Contract and all expenses including salary and fringes are 66% reimbursed to the County. It is for this reason I am requesting a waiver of the Macomb County hiring freeze regarding Mr. Duhadway's former position of enforcement investigator.

If you need any further information, please contact me.

Very truly yours,

LYNN M. DAVIDSON  
FRIEND OF THE COURT

LMD/njb

SEE ATTACHED LETTER DATED FEBRUARY 4, 2008

**Macomb County  
Position Analysis Questionnaire**

**RECEIVED**  
MAR 11 2008  
**HUMAN RESOURCES**

**Classification Title:** Enforcement Investigator (J. Duhadway)  
**Department:** Friend of the Court  
**Division/Program Assignment:** Enforcement  
**Describe how this position is funded:** 66% is funded under the Cooperative Reimbursement Program

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The purpose of this classification is to assist Sheriff Deputies in the location and enforcement of bench warrants. The enforcement of bench warrants is one way child support obligations are maintained. The more child support that the Friend of the Court enforces and collects the amount of incentives that are returned to the County and the Friend of the Court Office to assist in program costs.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Attached is a current organizational chart. The mission of this classification is to attempt to secure child support payments from those payers that are reluctant to pay as well as gain monies to apply on existing arrearages. The Enforcement Investigator assists Deputies assigned to the Friend of the Court in executing bench warrants. The person in this position has the responsibilities and duties of the investigation, preparation and maintenance of bench warrants, which includes preparing bench warrants for arresting officers, inputting bench warrants into the statewide LEIN system, conducting preliminary investigation to locate payers with outstanding bench warrants, transporting money to the appropriate financial institutions, acting as a liaison between the Sheriff's Department and Friend of the Court Office, and assisting Sheriff Deputies in performing the MiCSES functions within our computer system.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Enforcement Division Director	1
Same Classification Within Department or Program	None	1
Other Classifications Reporting to this Immediate Supervisor	Assigned Sheriff Deputies Medical Program Specialists Judicial Service Officers Judicial Service Officer/Attorney Interstate Investigators IV-D Technician	4 2 10 1 2 1
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

This position is responsible for providing work direction to all Court Services employees within the Friend of the Court Office, which include the six Typist Clerk Seniors that work in the Bench Warrant section and two Typist Clerks that work on mail. Court Services' employees duties include preparing and processing executed bench warrants; and preparing and processing order to show cause hearings and inputting results into the computer system. These employees ready the files for the Judicial Service Officers who are conducting the order to show cause hearings before the Court. The nature of the work direction would encompass answering policy and procedure questions.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The ability to perform locate services to provide credible information to the Deputies assigned to the Friend of the Court to execute the bench warrants successfully and as quickly and efficiently as possible. The ability to be trained and function to enter and delete information from the statewide LEIN system. The ability to assist the Friend of the Court assigned Deputy in security issues, if needed. This person

must be duly deputized by the Macomb County Sheriff and must have a vehicle that can be used for authorized department travel. This person must be able to review criteria in existing files to determine if a bench warrant is still effective, is not outdated, and take the appropriate remedies to either secure a new bench warrant or and/or dismiss an old one. This person must have the ability to communicate and cooperate with other law enforcement agencies to coordinate the execution of warrants.

### **Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Investigate, locate, prepare and maintain Friend of the Court bench warrants	60	Daily	Yes
2	Inputting bench warrants into statewide LEIN system, transporting money to the appropriate financial institutions, acting as a liaison between the Sheriff Department and the Friend of the Court as well as performing MiCSES enforcement functions to assist Sheriff Deputies assigned to the Friend of the Court	30	Daily	Yes
3	Provide work direction to Typist Clerks and Typist Clerk Seniors in the preparation and processing of petitions, bench warrants and other documents for the Friend of the Court. Preparation and establishment of Court dockets to ensure proper notification of scheduled hearings, and the preparation and establishment of non-routine order to show cause hearings required by Friend of the Court	10	Weekly	Yes

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The review of current bench warrants to determine if the information is still valid to be executed upon or if it needs to be dismissed and a new bench warrant requested. The use of several different location tools to determine the whereabouts of the non-paying litigant. The provision of work direction to Typist Clerks and Typist Clerk Seniors that work in the Court Services section of the Friend of the Court Office, LEIN access, imputation of information.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

If this classification was eliminated it would highly impact the ability of the Sheriff Deputies to execute and arrest non-paying litigants. The measure of the impact would be the reduction of IV-D incentives. In the last several years Macomb County has received approximately \$950,000 a year in incentives for the enforcement and collection of child support. This position is but one integral part of the enforcement that allows for Macomb County to receive child support incentives. Further, a reduction in child support collected directly impacts the basic needs of many children in Macomb County.

**Key Customers:**

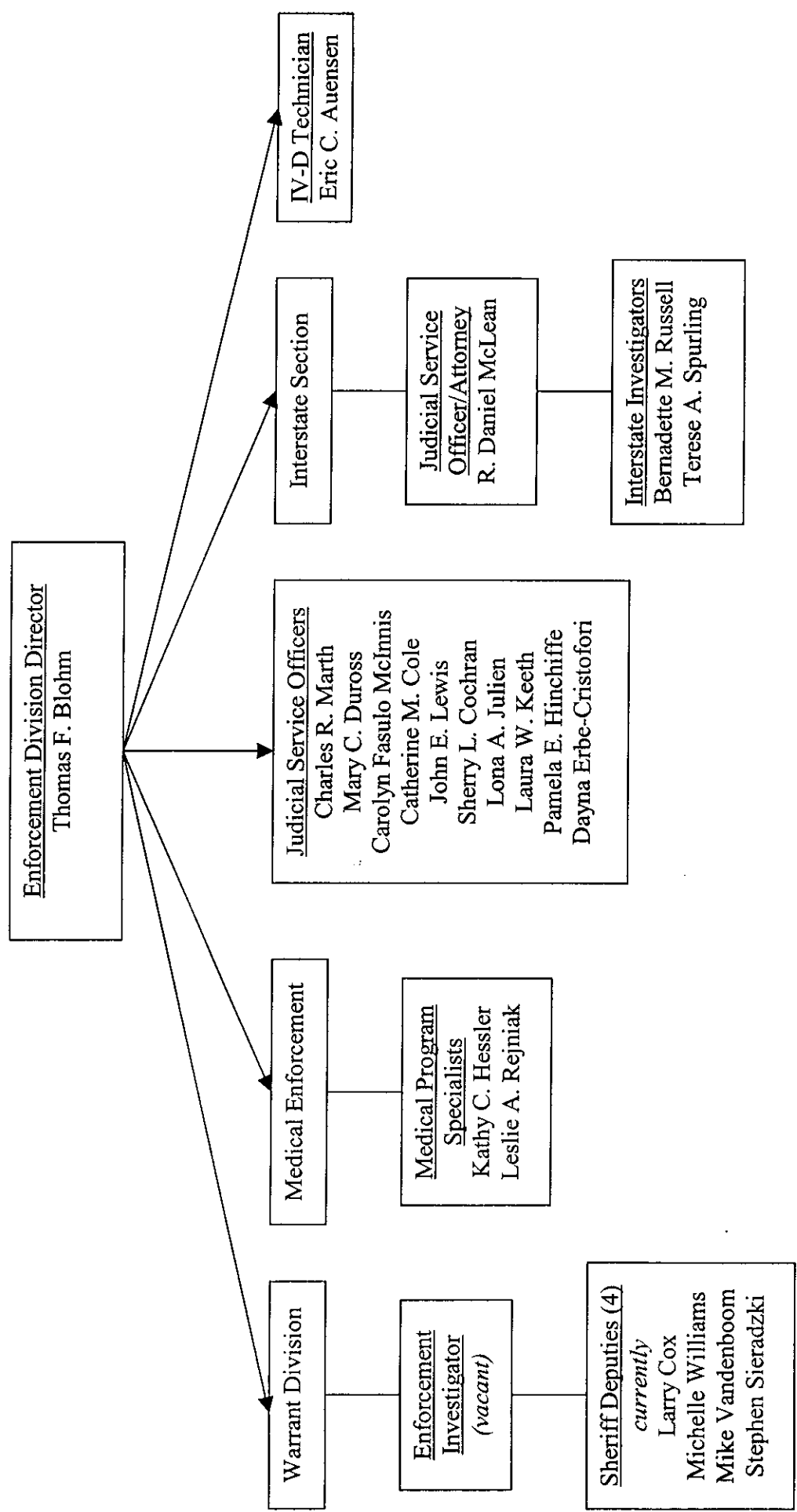
*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Sheriff Deputies Macomb County Sheriff Department	Provide information	Daily
Judicial Service Officers Friend of the Court Office	Provide information and instruction as to enforcement of bench warrants	Daily
Thomas F. Blohm Enforcement Division Director Friend of the Court Office	Review of reports and statistical data that is necessary for the review and reporting to the State Court Administrator's Office	Monthly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

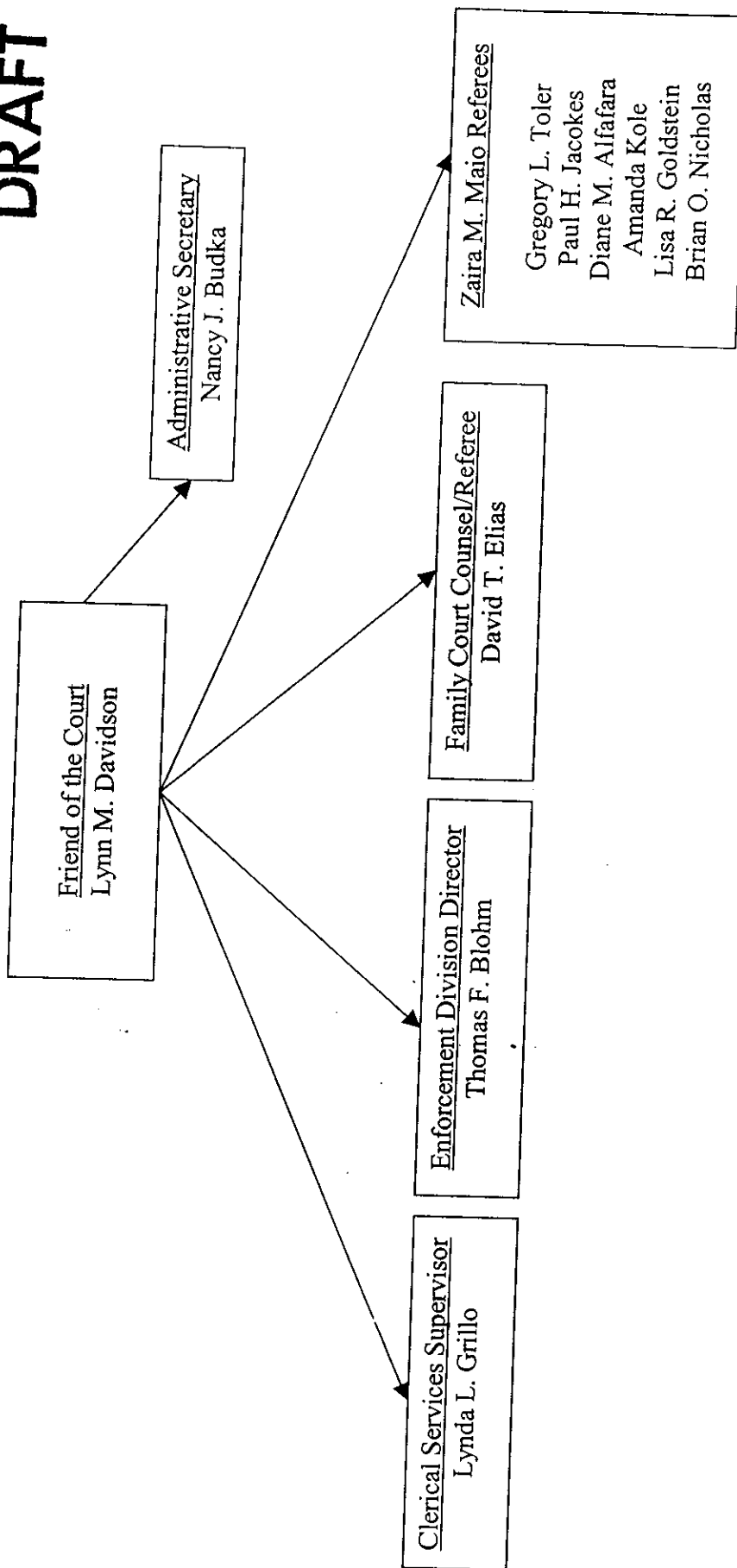
This position is fully recognized as a IV-D allowable expense under the Cooperative Reimbursement Contract and all expenses including salary and fringes are 66% reimbursed to the County. It is for this reason that I am requesting a waiver of the Macomb County hiring freeze regarding the position of Enforcement Investigator and request that this position be reconfirmed and posted immediately.



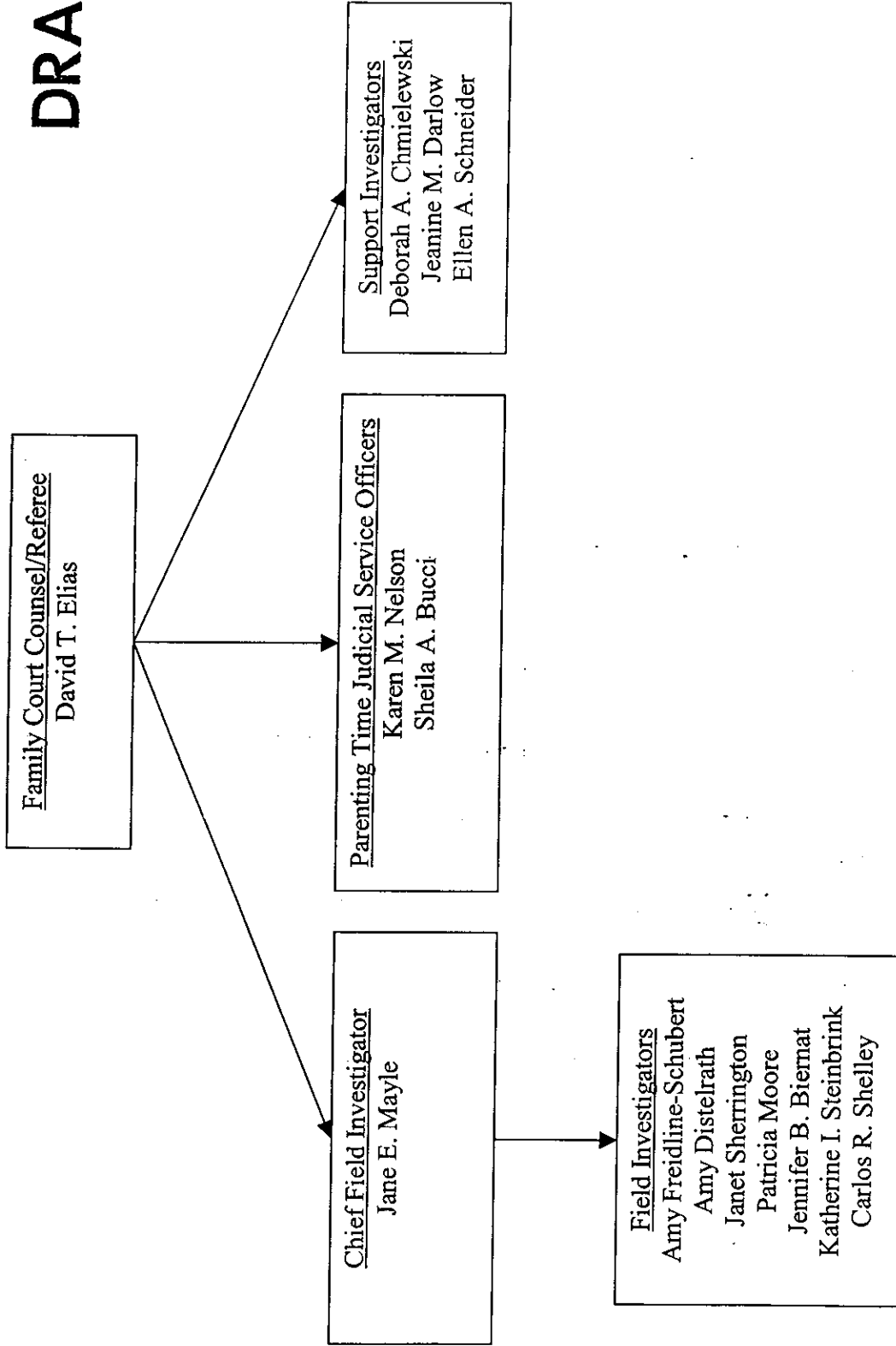


# FRIEND OF THE COURT ORGANIZATIONAL CHART

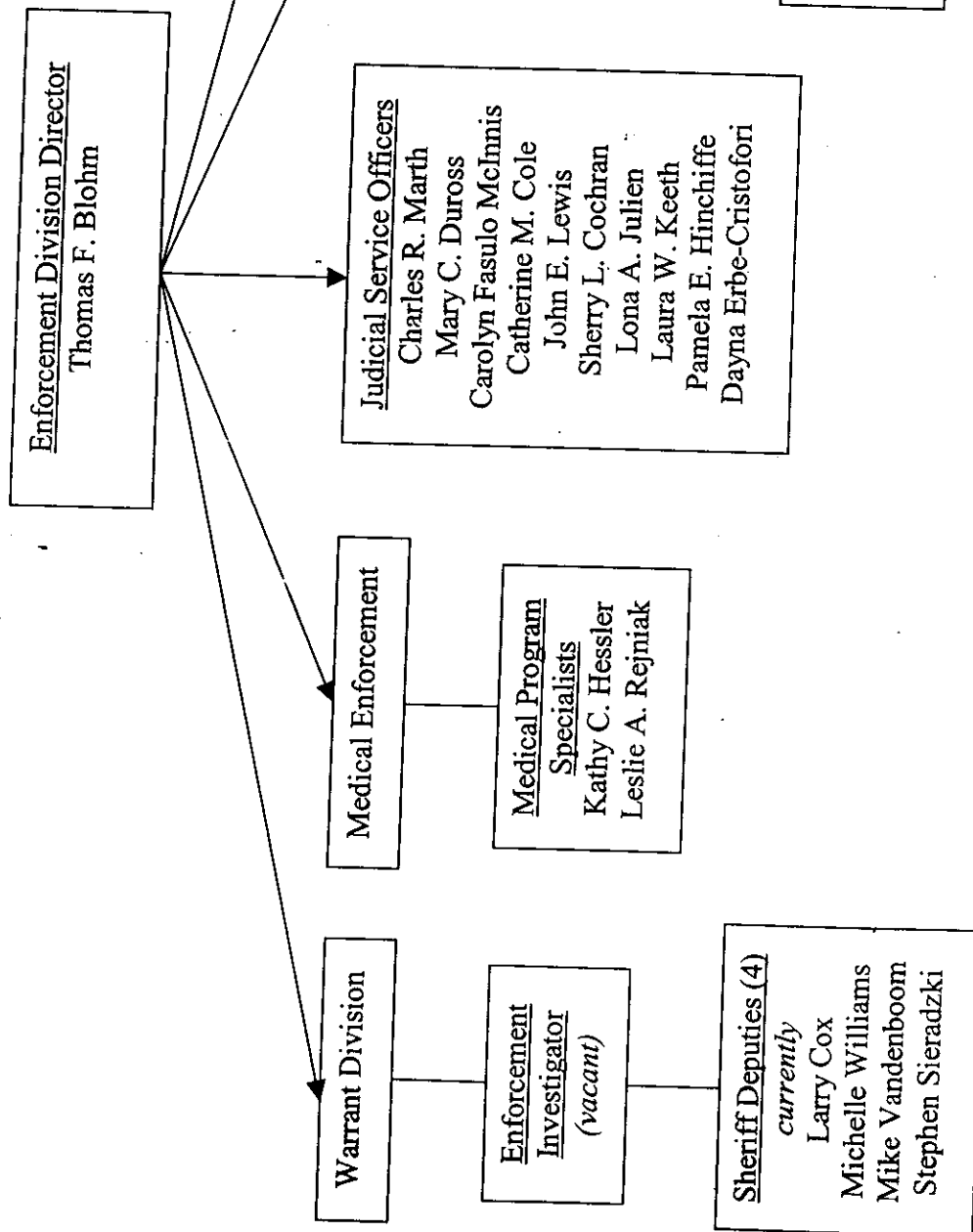
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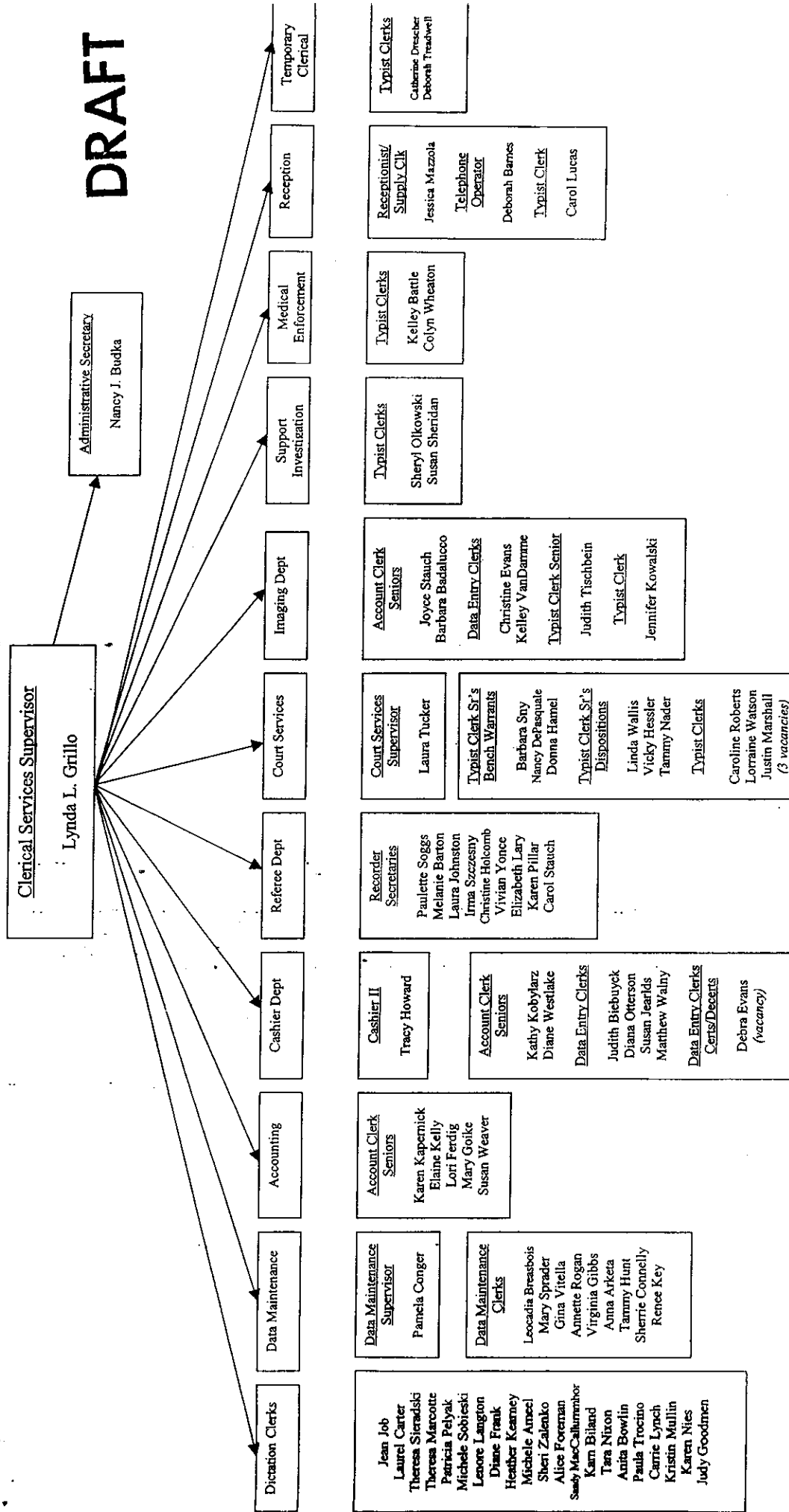
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DRAFT



# DRAFT





HEALTH DEPARTMENT  
Mount Clemens Health Center

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
586-469-5235 FAX 586-469-5885  
macombcountymi.gov/publichealth

MAR 25 2008

Thomas J. Kalkofen  
Director/Health Officer

Kevin P. Lokar, M.D.  
Medical Director

March 20, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR  
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH  
DIRECTOR/HEALTH OFFICER

SUBJECT: REQUEST TO HIRE  
PUBLIC HEALTH NURSE II (TB CONTROL)  
HEALTH PROMOTION/DISEASE CONTROL

I request approval to fill the open position of Public Health Nurse II left vacant by the resignation of Ms. Sue Sobocienski, R.N. on March 27, 2008.

The nurse in this classification, under the supervision of an assigned supervisor, provides clinical case management to active Tuberculosis patients and those clients latently infected with Tuberculosis. The nurse provides patent assessment for clinical signs of disease and medication reactions, history taking, preparation of medications, and maintenance of clinical charts. This nursing position also provides a State mandated program of Directly Observed Therapy (DOT), for treatment of active Tuberculosis cases, that is carried out in a field situation by observing each patient taking every dose of medication.

This nursing position, DOT Nurse, is supported by MDCH funds expressly for this function, and can be consider grant funded. Please consider suspending the hiring delay for this position due to this fact and the urgency of providing medications to active Tuberculosis patients.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: S. Tremonti  
M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy D. Vosburg - District 25  
Leon Drolet - District 26

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MAR 25 2000  
HUMAN RIGHTS

**Describe how this position is funded:**

<u>33 %</u>	<u>67 %</u>	<u>    %    </u>
County	Grant	Other

The TB Control Program utilizes B.S.N.s and R.N.s to provide clinical case management to active Tuberculosis patients and those clients latently infected with Tuberculosis. The nurses provide patient assessment for clinical signs of disease and medication reactions, history taking, preparation of medications, and maintenance of clinical charts. This nursing position also provides a State mandated program of Directly Observed Therapy (DOT), for treatment of active Tuberculosis cases, that is carried out in a field situation. DOT is a process by which each patient is observed taking every dose of medication. This is a standard of care for active Tuberculosis cases in Michigan, and ensures compliance with treatment that is essential to render patients non-infectious to others, and to cure the patient.

Please see the attached organizational chart.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Public Health Services Coordinator – Disease Control Unit	1
Same Classification Within Department or Program	TB Control Program Public Health Nurse II	1
Other Classifications Reporting to this Immediate Supervisor	Program Manager – CD/STD/HIV PHN II PHN III School Immunization Assessors Communicable Disease Specialists Venereal Disease Investigators	1 5 3 4 2 2
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

None

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The nurse in this position works directly with clients that may be infected with Tuberculosis, or who have active Tuberculosis, to provide anti-tuberculosis medication for this client, and to ensure that the client takes the medication as prescribed for the course of the treatment. Treatment for active Tuberculosis that is not drug resistant usually extends for 6 to 9 months. Treatment for drug resistant TB or multi-drug resistant TB usually extends for 12 to 24 months. The nurse in this position is responsible for patient compliance to medical treatment, for patient compliance to isolation for the time that they are infectious to others, and for completion of an evaluation of all the contacts to this client, to make sure that others are not infected, and if they are, that they receive appropriate treatment.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Directly Observed Treatment - DOT	50%	26-50 times a month	YES
2	Physical Assessment of TB Clients	20%	10-20 times a month	
3	Receiving Medical Orders from physicians and re-packaging TB medication	10%	15 times a month	
4	Patient Chart documentation and Patient education	10%	25 times a month	
5	Evaluation of individuals who are contacts to active TB cases	7%	1-2 times a week	
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

	2005	2006	2007
Above Fuction #1.	516	208	567
Function #2	82	108	467
Function #3	120	120	120
Function #4 Variable, depending on case load	20 cases	11 cases	22 cases
Function #5	80	61	79



**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

1. Triage through physical and verbal assessment of medical conditions pertinent to TB Disease and possible medication reactions. The PHN II - DOT must decide to give or with-hold TB medication doses in the field based on nursing judgement.
2. The nurse discusses individual client case management issues with the Health Department's TB clinician and with private medical providers in the community. The nurse takes and implements written and verbal medical orders from the TB Clinician, the Medical Director and private medical providers in the community to provide TB treatment for clients.
3. The nurse must independantly interpret medical standing orders, written medication orders, and laboratory results, to provide care to TB clients.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Active and infectious TB clients would not receive TB medication by Directly Observed Therapy, which documents compliance with treatment.	10-22 cases of active TB receive DOT simultaneously each year for 6 to 24 months.
Active cases of TB may remain infectious, or remain infectious for a longer period of time, increasing the risk of spreading TB disease to others.	Each new case of active TB can cost between \$2,000 and \$25,000 for medication alone. This does not consider the personal impact of the disease on Macomb Residents and their families.
The Health Department would lose \$32,000 in grant funding from Michigan Department of Community Health because we could not provide DOT for our active cases of TB.	MDCH through CPBC Agreements requires 60% of all active cases of TB to receive treatment through Directly Observed Therapy (DOT)

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Contracted Tuberculosis Control Clinician	Discuss case management issues, medical orders and patient conditions.	3 times a week
Hospital Infection Control Practitioners, Nurses and Physicians	Received reports of possible new cases of Tuberculosis. Discuss case management issues, medical orders and patient conditions.	Variable
Michigan Department of Community Health, TB Control Section and the Bureau of Laboratories	Discuss case management issues, medical orders and patient conditions and laboratory results from TB Cultures.	1 time a week

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The DOT PHN II in Tuberculosis Control is essential to controlling the spread of Tuberculosis in the community through proper case management; appropriate treatment and monitoring of compliance to prescribed treatment. In the last year, Macomb County has managed and treated 22 cases of active TB. One of these cases was drug-resistant Tuberculosis and two cases were multi-drug resistant Tuberculosis. These clients received medication treatment in the hospital and in their home (to protect the public) five times a week from the PHN II DOT in Tuberculosis Control. This treatment will extend for 24 months, until they are not infectious and are cured of TB disease. Without the PHN II-DOT this in-home treatment could be done, and clients would be left to self-administer medication with much less supervision by Health Department staff.

Direct Observation of anti-tuberculosis medication treatment (DOT) is the CDC, MDCH and Macomb County Health Department Standard of Practice for treatment of active Tuberculosis disease.

**MACOMB COUNTY HEALTH DEPARTMENT  
DIRECTOR / HEALTH OFFICER  
(1)**

**DEPUTY HEALTH OFFICER  
(1)**

**HEALTH PROMOTION/DISEASE CONTROL  
DIVISION DIRECTOR  
(1)**

**SECRETARY  
(1)**

**PUBLIC HEALTH SERVICES  
COORDINATOR  
HEALTH PROMOTION/  
RISK REDUCTION  
(1)**

**PUBLIC HEALTH SERVICES  
COORDINATOR  
DISEASE CONTROL  
(1)**

**HPDC # 1**

**03/03/08**

HEALTH PROMOTIONS/DISEASE CONTROL  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
DISEASE CONTROL  
(1)

SEXUALLY TRANSMITTED DISEASES  
(STD)  
PUBLIC HEALTH NURSE III  
(1)  
PUBLIC HEALTH NURSE II  
(1)  
PUBLIC HEALTH NURSE I  
(1)  
VENEREAL DISEASE INVESTIGATOR II  
(1)  
ASSESSOR / CONTRACTUAL  
(1)\*

COMMUNICABLE DISEASE  
PROGRAM MANAGER  
(1)  
PUBLIC HEALTH NURSE III  
(1)  
PUBLIC HEALTH NURSE II  
(2)  
COMMUNICABLE DISEASE SURVEILLANCE  
SPECIALIST  
(1)\*  
COMMUNICABLE DISEASE SPECIALIST  
(1)

HIV / AIDS  
PUBLIC HEALTH NURSE III  
(1)  
VENEREAL DISEASE INVESTIGATOR II  
(1)  
HIV COUNSELORS  
(7) P/T - 0.25

TUBERCULOSIS  
PUBLIC HEALTH NURSE III  
(1)  
PUBLIC HEALTH NURSE II  
(1)  
COMMUNICABLE DISEASE SPECIALIST  
(1)  
TB CLINICIAN  
(2) P/T - 0.25

SCHOOL IMMUNIZATION PROGRAM  
PUBLIC HEALTH NURSE III  
(1)  
PROGRAM ASSESSORS  
(2) P/T - 0.5  
(2)

\*CONTRACTOR

HEALTH PROMOTION/DISEASE  
CONTROL  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
HEALTH PROMOTION RISK REDUCTION  
(1)

BREAST & CERVICAL CANCER  
SCREENING PROGRAM  
PUBLIC HEALTH NURSE I I I  
(1) P/T - 0.5  
PUBLIC HEALTH NURSE I I  
(1) P/T - 0.5  
ACCOUNT CLERK I I  
(1)

NUTRITION SERVICES  
PUBLIC HEALTH NUTRITIONIST I I  
(1)  
PUBLIC HEALTH NUTRITIONIST I  
(1)

HEALTH EDUCATION  
HEALTH EDUCATOR I I  
(1)  
HEALTH EDUCATOR I  
(3)  
COMMUNITY HEALTH TECHNICIAN  
(1)

COMMUNITY HEALTH OUTREACH  
PROGRAM COORDINATOR  
(1)\* P/T - 0.5  
CLERK  
(1)\* P/T - 0.5  
HEALTH ADVOCATES  
(2)\* P/T - 0.5

CARDIOVASCULAR DISEASE  
RISK REDUCTION PROGRAM  
PUBLIC HEALTH NURSE III  
(1)  
PUBLIC HEALTH NURSE I  
(1)  
HEALTH EDUCATOR I  
(1)  
COMMUNITY HEALTH TECHNICIAN  
(1)

HEARING & VISION  
PROGRAM MANAGER  
(1)  
SENIOR HEARING & VISION  
TECHNICIAN  
(1)  
HEARING & VISION TECHNICIANS  
(9) P/T - 0.5  
HEARING TECHNICIANS  
(2) P/T - 0.5  
VISION TECHNICIANS  
(8) P/T - 0.5  
TYPIST CLERK I I I  
(1)  
TYPIST CLERK I I I  
(1)



# OFFICE OF MACOMB COUNTY TREASURER

Ted B. Wahby

1 S. Main St., 2nd Floor  
Mount Clemens, Michigan 48043-2312  
586-469-5190 FAX 586-469-6770

MAR 25 2008

HUMAN RESOURCES

Jerome T. Moffitt  
Chief Deputy

## Memorandum

To: Eric Herppich,  
Acting Human Resource Director

From: Ted B. Wahby  
Treasurer

Date: March 19, 2008

RE: Person Property Tax Collector

Our Personal Property Collection department is made up of four collectors, we currently have one vacancy created by the resignation of Richard Steenland effective 11/09/07.

The Department is a revenue producing unit within the Treasurer's Office. Over the past 3 years they have produced revenues of \$508,666 (2006), \$430,474 (2005), and \$189,692 (2004).

What is not reflected in the above numbers is the significant portion of the County's levy that would have gone uncollected if we were forced to rely on the local units. Last year the Department collected \$407,120 in County Tax, a significant portion of which would likely to have gone uncollected.

Our collectors also play an important role in working with delinquent taxpayers to make payments, find assistance and help keep them keep their homes. The personal attention we pay to the foreclosure process is the main reason we have not taken an occupied house or business since the law was changed six years ago.

As the economy continues to struggle we can anticipate a continued rise in delinquencies. While the numbers may increase collections are likely to become more labor intensive.

In my presentation to the Board in January I offered to hold open two vacancies for one year to help with our budget issues. We evaluated work flow in the entire office, taking into consideration the considerable cross training we employ to determine how we could provide our continued quality service with fewer staff. Taking additional employees would have a strongly negative effect on our ability to complete our obligated responsibilities.

I hope this addresses any concern one may have to the validity of reconfirming the Personal Property Tax Collector position. Please contact me directly if there are any questions.

## Macomb County Position Analysis Questionnaire

**Employee Name:** Richard Steenland

**Classification Title and Department:** Personal Property

**Division/Program Assignment:** Treasurer

Describe how this position is funded:	<u>100 %</u> County	<u>%</u> Grant	<u>%</u> Other
---------------------------------------	------------------------	-------------------	-------------------

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Collect Delinquent Personal Property Taxes for contracting units of local government. Assist in Real Property Tax Reversion process.

**Organization Information:** *(Please attach a current organization chart)*  
*Briefly describe the mission and goals of your organization.*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Provide efficiency and expertise on collection of taxes for county governments.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Delinquent Personal Property Coordinator,	1
Same Classification Within Department or Program	Delinquent Personal Property Collector	3
Other Classifications Reporting to this Immediate Supervisor		
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Ability to do computations, enter data into computer system & comprehension of state statutes.



**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Contacting taxpayer	100	Daily	Contracted basis
2				
3				
4				
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Assigned various/designated areas of 24 local government units for collections. Responsible for generating approximately one quarter of stated income through collection efforts in the field. See attached statement on page 5.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Decisions on when to execute payment contracts, seize equipment, refer to legal for collection, when to file jeopardy assessments. Effect on Bankruptcy efforts on various chapters of bankruptcy on when we are allowed to collect.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
We would not be able to service contracting units	Loss of interest and administration fees
or perform statutory function of the Tax Reversion	Loss of collection of county tax
process.	Loss of personal visit fees

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Delinquent Personal Property Coordinator	Inform and advise	Daily
Assistant Corporation Counsel	Obtain legal advise	Monthly
Tax Collection Administrator	Technical problems	Daily/Monthly

**Additional Information:**

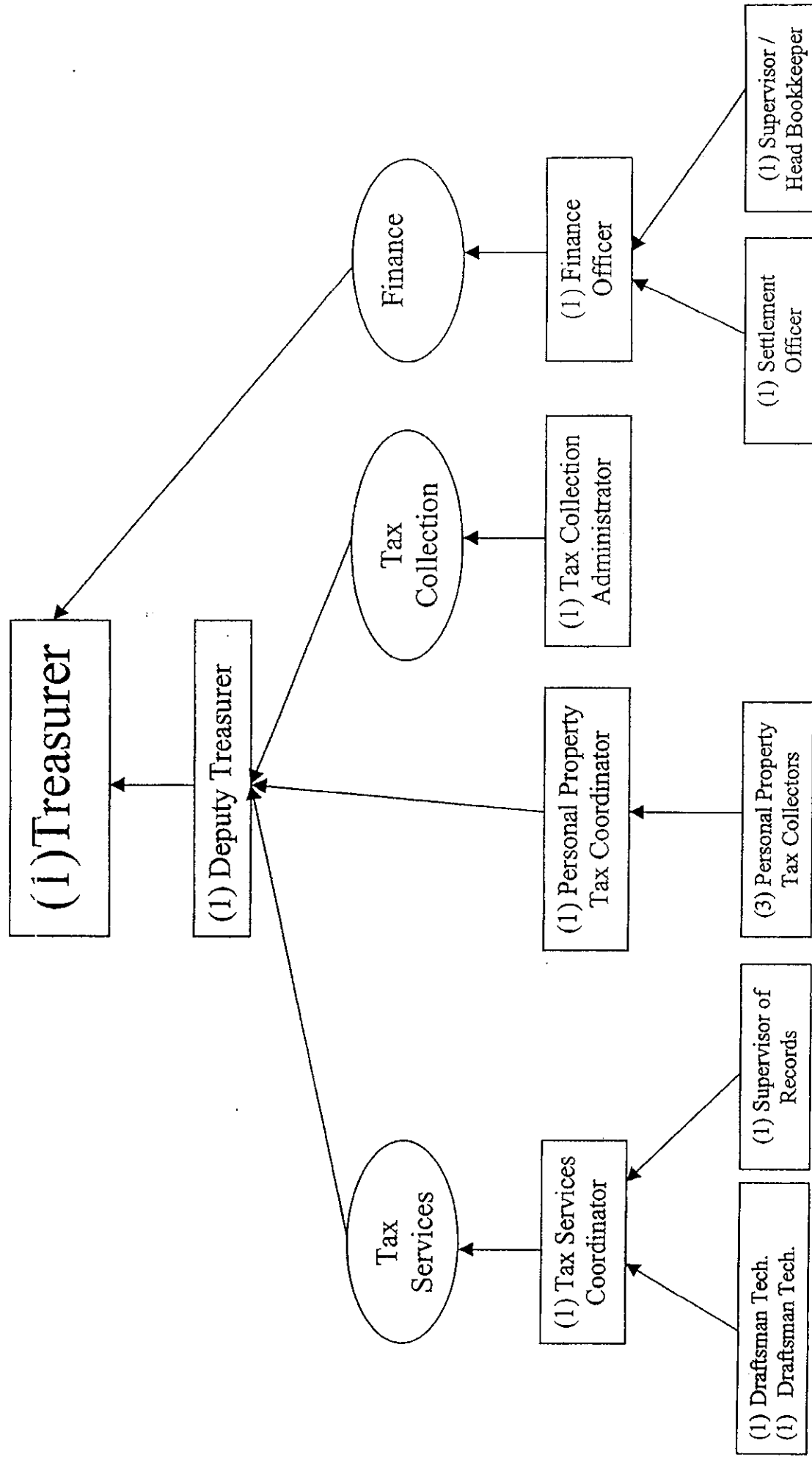
*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

Business necessity for the department is to fulfill our contractual obligation with the local units of government. the four individuals in this department have produced revenue \$508,666 (2006), \$430,474 (2005), and \$189,92 (2004). Due to our expertise and efficiency the department last year collected \$407,120 in county taxes, a significant portion of which would likely to have gone uncollected if we were forced to rely on local units.

Our collectors assist delinquent taxpayers to help in determining assistance which may be available to pay delinquent real taxes. The personal attention we provide is the main reason we have not taken an occupied home our businesss since the inception of the law 8 years ago. Due to economic conditions we anticipate a growth in the number of accounts which causes a greater demand for labor.

Revenue Generated by personal visits

	# of Visits	Income generated
2007	2254	\$112,700
2006	1373	68,650
2005	1306	58,770
2004	1225	55,125
2003	1582	71,190
2002	1778	80,610
2001	1710	76,950



Support Staff:

(1) Administrative Secretary	(5) Account Clerk III	(1) Accountant
(1) Senior Secretary	(1) Cashier I	(1) Computer Maintenance Clerk
(9) Account Clerk IV	(1) Cashier II	(4) Co-op Clerk (PT)



# VETERANS SERVICES DEPARTMENT

21885 Dunham Road, Suite 3  
Clinton Township, Michigan 48036  
586-469-5315 FAX 586-469-5316  
macombcountymi.gov/veterans

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HUMAN RESOURCES

Dianne M. Russo  
Acting Director

Veterans Services  
Commission

Michael G. Kinney  
Chairman

Nikola Lapajenko  
Vice Chairman

George Helm  
Secretary

Pat Daniels  
Member at Large

Marco Cuenca  
Member at Large

**Date:** March 25, 2008  
**To:** Eric Herppich, Acting Director, Human Resources  
**From:** Dianne Russo, Acting Director, Veterans Services *DR*  
**Subject:** Full Time Clerk Typist Position

I am requesting consideration to have the vacant full time Clerk Typist Position filled. Theresa Birukow was promoted to a full time Secretary effective November 20, 2007, and that position was vacated. Our other full time Clerk Typist (Linda Baade) retired effective January 4, 2008.

Currently, a full time (temp) Clerk Typist is in that position; the six month temporary assignment will be complete/fulfilled effective April 9, 2008.

This position is responsible for typing correspondence, inputting data into computer, answering phone calls, scheduling appointments, providing customer service, filing, and other duties as necessary.

Request the full time Clerk Typist position be filled as soon as possible.

DMR/tlb

## MACOMB BOARD OF COMMISSIONERS

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Replacement Questionnaire

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MAR 11 2008  
HUMAN RESOURCES

Ad Hoc  
Comm.  
to  
Eval.  
Recruit.  
of  
Personnel  
Options

**Macomb County  
Position Analysis Questionnaire**

**Employee Name:** Linda Baade

**Classification Title and Department:** Typist Clerk I - Veterans Services

**Division/Program Assignment:** Macomb County Employment

**Describe how this position is funded:** 100% % %  
County Grant Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Greets and signs in all walk-ins and scheduled appointments for the Director and Counselors. Schedules appointments for Director and Counselors. Performs routine typing and clerical work to include memos, letters, forms, envelopes and other correspondence. Files records. Answers phone and takes messages. Operates office equipment such as personal computers, fax machine and copier.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission and role of the Department is to assist Veterans and their dependents with Financial Aid Applications, Burial Benefits and Federal, State and County level benefits.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Typist Clerk	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Counselor, Counselor II	3
Classifications Directly Supervised by this Classification (if applicable)	N/A	N/A

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Director
Secretary
Counselors
The classification schedules the appointments for all of these positions as well as taking messages by phone and walk-ins. Schedules appointments for Volunteers.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Multi-tasking phones, walk-ins, data entry, typing, filing, scheduling appointments, signing in and distributing organizational correspondence to Director and Counselors; faxing correspondence, copying documents and performing various other clerical support duties.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Greet and sign-in appointments and walk-ins	30%	Daily	
2	Answer phones, data entry, filing correspondence and mail	30%	Daily	
3	Faxing, assigning files, copy and clerical duties	20%	Daily	
4	Scheduling appointments and other support duties	20%	Daily	
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary).*

Due to no verifiable prior data I am unable to submit statistical data over a 3 year period. I only have accurate data for 2007 to give statistics on. Walk-in contacts average 25 per day, 6,000 annually;
Phone contacts average 30 calls per day, 7,200 annually (incoming and outgoing); copying documents (discharge papers, marriage license, death certificates, medical records, etc) 25,000 pieces annually.
Typing and entering data is performed on every veteran/spouse or dependent that comes into the office. This data is based on the workload of the typist clerk. This does not include the contacts, phone log or data entry of the Counselors, Director, Secretary or Organizational Volunteers (American Legion [AL] comes one day a week and the Veterans of Foreign Wars [VFW] comes in one day a week.)



**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Answering general questions – examples: giving information on documents needed to file for burial
benefits, financial assistance and claims.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
A very devastating impact. This classification	75%
requires 2 (minimum) to succeed with a smooth	
operation to assist veterans and dependents	

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Veteran – Doing business with County	Get necessary information to start a file in VetRex	Daily
Dependents – Doing business with County	Get necessary information to start a file in VetRex	Daily
Staff – In Veterans Services Department	Copies documents, enters data in VetRex and organizes daily scheduled contacts	Daily

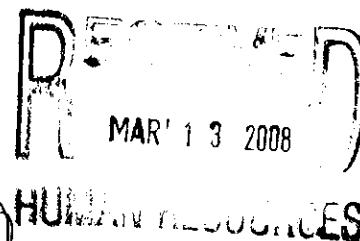
**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The typist clerk coordinates and enters all information needed to enter data into VetRex and assign a
file to all veterans and their dependents; verifies their military eligibility to assist the Director and
Counselors with all of their daily scheduled appointments; and assist and advise them of the reason
for the appointment.

See Replacement Questionnaire  
distributed on 4-3-08.

**Macomb County  
Position Analysis Questionnaire**



**Classification Title:** Typist Clerk I

(L Baade)

**Department:** Veterans Services

**Division/Program Assignment:** Macomb County Employment

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Greets and signs in all walk-ins and scheduled appointments for the Director and Counselors. Schedules
appointments for Director and Counselors. Performs routine typing and clerical work to include memos,
letters, forms, envelopes and other correspondence. Files records. Answers phone and takes messages.
Operates office equipment such as personal computers, fax machine and copier.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission and role of the Department is to assist Veterans and their dependents with Financial Aid
Applications, Burial Benefits and Federal, State and County level benefits.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Typist Clerk	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Counselor, Counselor II	3
Classifications Directly Supervised by this Classification (if applicable)	N/A	N/A

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Director
Secretary
Counselors
The classification schedules the appointments for all of these positions as well as taking messages by phone and walk-ins. Schedules appointments for Volunteers.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Multi-tasking phones, walk-ins, data entry, typing, filing, scheduling appointments, signing in and distributing organizational correspondence to Director and Counselors; faxing correspondence, copying documents and performing various other clerical support duties.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Greet and sign-in appointments and walk-ins	30%	Daily	
2	Answer phones, data entry, filing correspondence and mail	30%	Daily	
3	Faxing, assigning files, copy and clerical duties	20%	Daily	
4	Scheduling appointments and other support duties	20%	Daily	
5				
6				
7				
8				

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Answering general questions – examples: giving information on documents needed to file for burial
benefits, financial assistance and claims.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
A very devastating impact. This classification requires 2 (minimum) to succeed with a smooth operation to assist veterans and dependents	75%

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

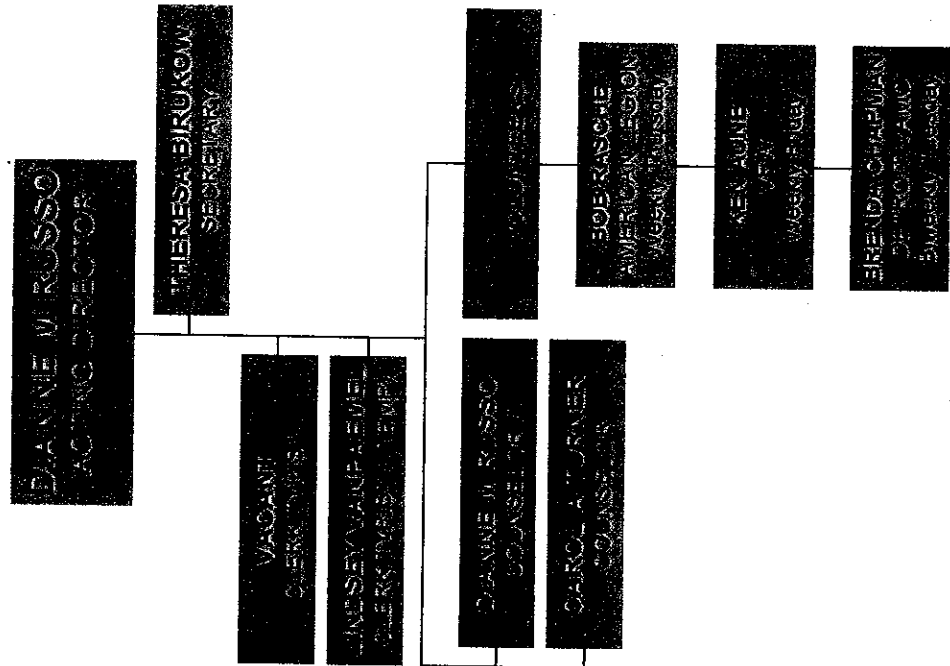
Position/Department	Nature of Contact	Frequency
Veteran – Doing business with County	Get necessary information to start a file in VetRex	Daily
Dependents – Doing business with County	Get necessary information to start a file in VetRex	Daily
Staff – In Veterans' Services Department	Copies documents, enters data in VetRex and organizes daily scheduled contacts	Daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The typist clerk coordinates and enters all information needed to enter data into VetRex and assign a file to all veterans and their dependents; verifies their military eligibility to assist the Director and Counselors with all of their daily scheduled appointments; and assist and advise them of the reason for the appointment.

# VETERANS SERVICES OFFICE STAFF



# VETERANS SERVICES OFFICE COMMITTEES

DIANNIE W. RUSSO  
ACTING DIRECTOR  
VETERAN AFFAIRS

VETERANS RELIEF COMMITTEE  
(Emergency Requests, as needed)

JOHN KAZANSKY  
Chairman

ROBERT KRAFT  
Secretary

PAUL COOPER

EDWARD VANCELL

FREDERICK W. JONES

VETERANS SERVICES COMMISSION  
(First Vice President, each month)

MIKE KINNEY  
Chairman

NICK LAPAJENKO  
Vice Chairman

GEORGE HELM  
Secretary

PAT DAVIES  
Member at Large

MARCO CUENCA  
Member at Large

VETERANS RELIEF COMMITTEE  
(Emergency Requests, as needed)

MIKE KINNEY

NICK LAPAJENKO

GEORGE HELM

PAT DAVIES

MARCO CUENCA